Banner Finance Data Review

Confidential Business Information

Data Standards adapted from ***General Person Data Standards***, Document Number GP001, by New Mexico State University's Institutional Research, Planning & Outcomes Assessment (IRP) Department.

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FOAPAL Chart of Accounts Structure

What is FOAPAL?

FOAPAL is the acronym for the account number within the Banner system. Each letter represents a piece of the account number: Fund, Organization, Account, Program, Activity, and Location.

Required Segments **Optional Segments**

Chart	Fund	Organization	Account	Program	Activity	Location
C	**F**	**O**	**A**	**P**	**A**	**L**

There are 36 possible characters in the FOAPAL. FOAPAL is the key to entering financial transactions.

Required Segments

Chart refers to the chart of accounts. NMSU will have two charts of accounts, **N** for NMSU, and **F** for Foundation. On most application forms, the **Chart** will have a default value of **N** already populated.

Fund indicates the ownership of money. There are five types of funds:

- Unrestricted
- Restricted
- Loan
- Endowment
- Plant

Organization is used to track financial activity by department and designates the department responsible for payment.

Account designates the type of expenditures. The first character of the account code indicates the type of account:

Balance Sheet		Income Statement	
1xxxxx	Assets	5xxxxx	Revenues
2xxxxx	Liabilities	6xxxxx	Labor Expenditures
3xxxxx	System Controls	7xxxxx	Non-Labor Expenditures
4xxxxx	Fund Balance	8xxxxx	Transfers

Program designates functional classification (for example, Instruction, Research, Public Service).

Optional Segments

Activity designates temporary units of work, subsidiary functional classifications, or short duration projects (special events).

Location designates a physical location of building and room number. Location will primarily be used for fixed assets.

Index

An **Index** is an abbreviation of the **F**, **O**, and **P** segments of the FOAPAL (also **A** and **L** when applicable). Indexes are six characters long and are much easier to use than the full FOAPAL.

To process accounting transactions, departments will only need to enter an **Index** and an **Account** code. Entry of the index will automatically populate the corresponding Fund, Organization, Program, and in some cases Activity and/or Location.

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project
N	107122	181611	530200		8001	800173		

In this example, the index number 107122 was entered. The Fund, Orgn, and Prog fields were automatically populated. In this instance the Index number did not populate the Actv and Locn fields.

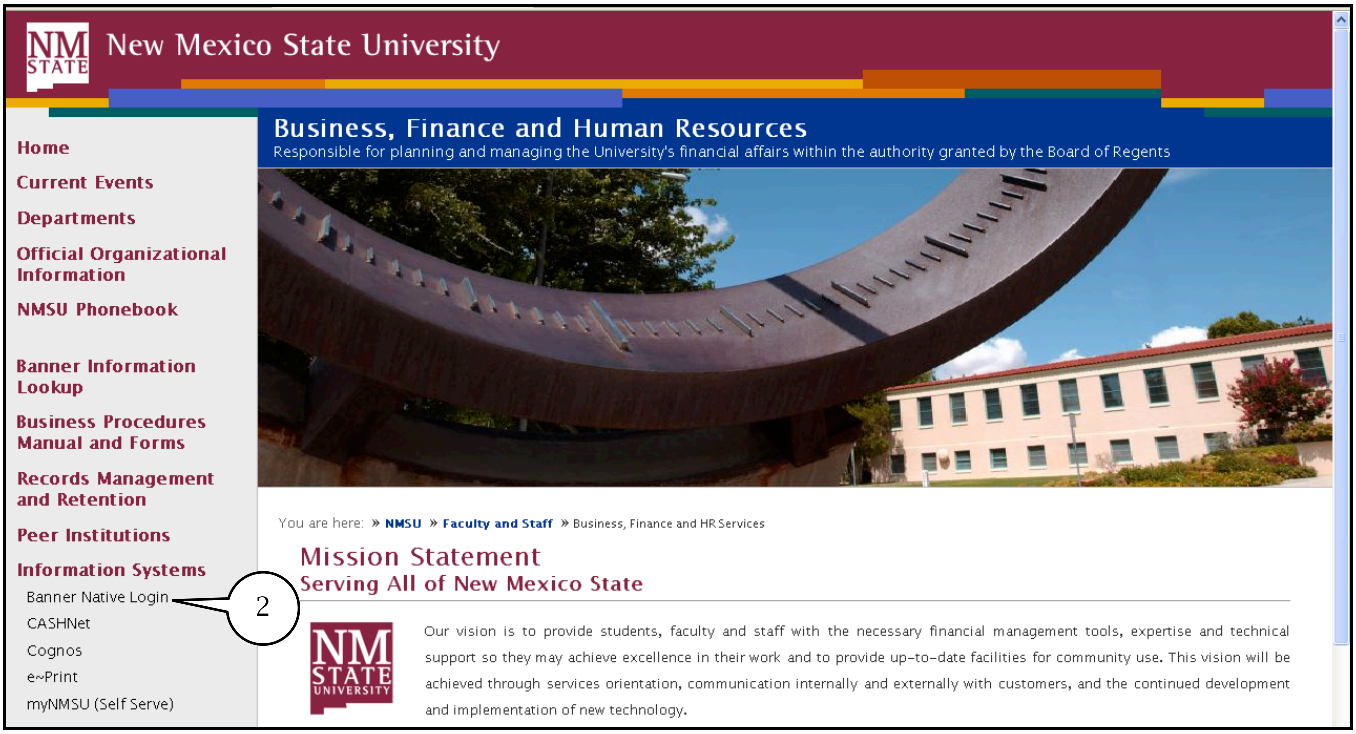
Logging on to Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Banner can be accessed from any Internet browser such as Internet Explorer, Netscape, or Mozilla Firefox.

1. Type **http://www.nmsu.edu/~boffice/** in the address bar of your web browser and press Enter.

The Business, Finance and Human Resource Services page will appear.

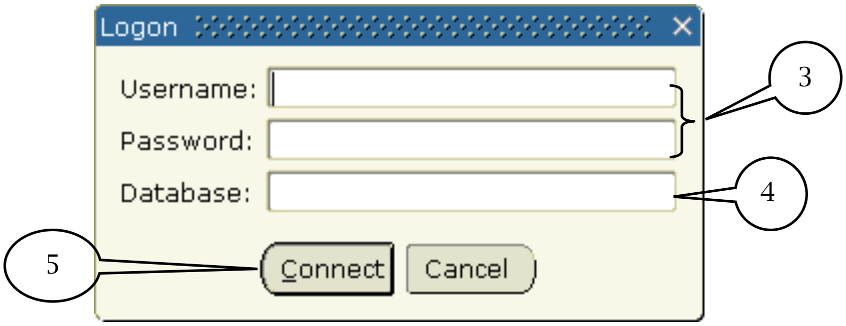


www.nmsu.edu/~boffice

2. Click on the **Banner Native Login** link.

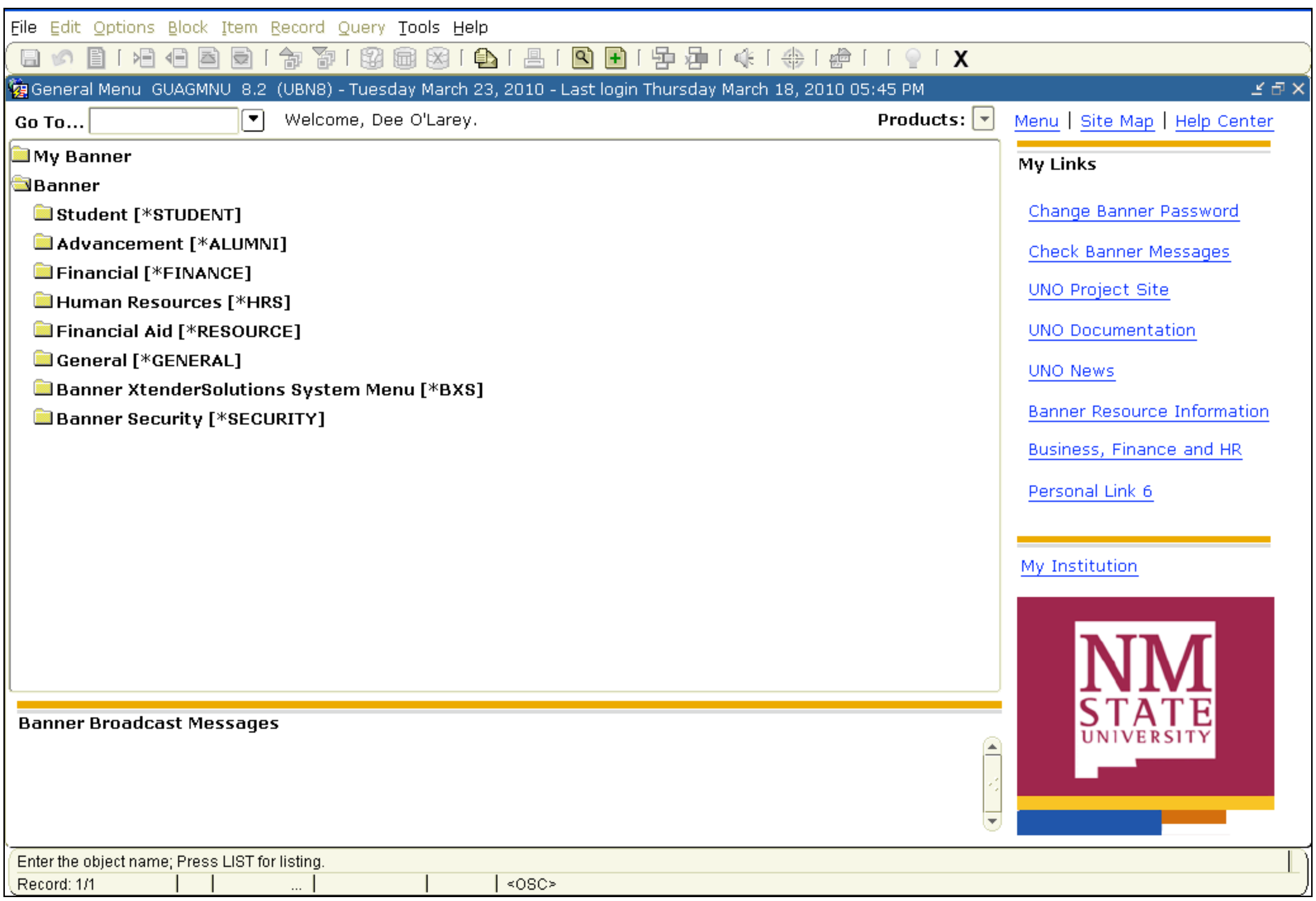
You can create a bookmark in your browser for quick access to Banner.

The **Logon** screen will be displayed.



3. Enter **Username** and **Password.**
4. **Database** field remains blank.
5. Click on the **Connect** button.

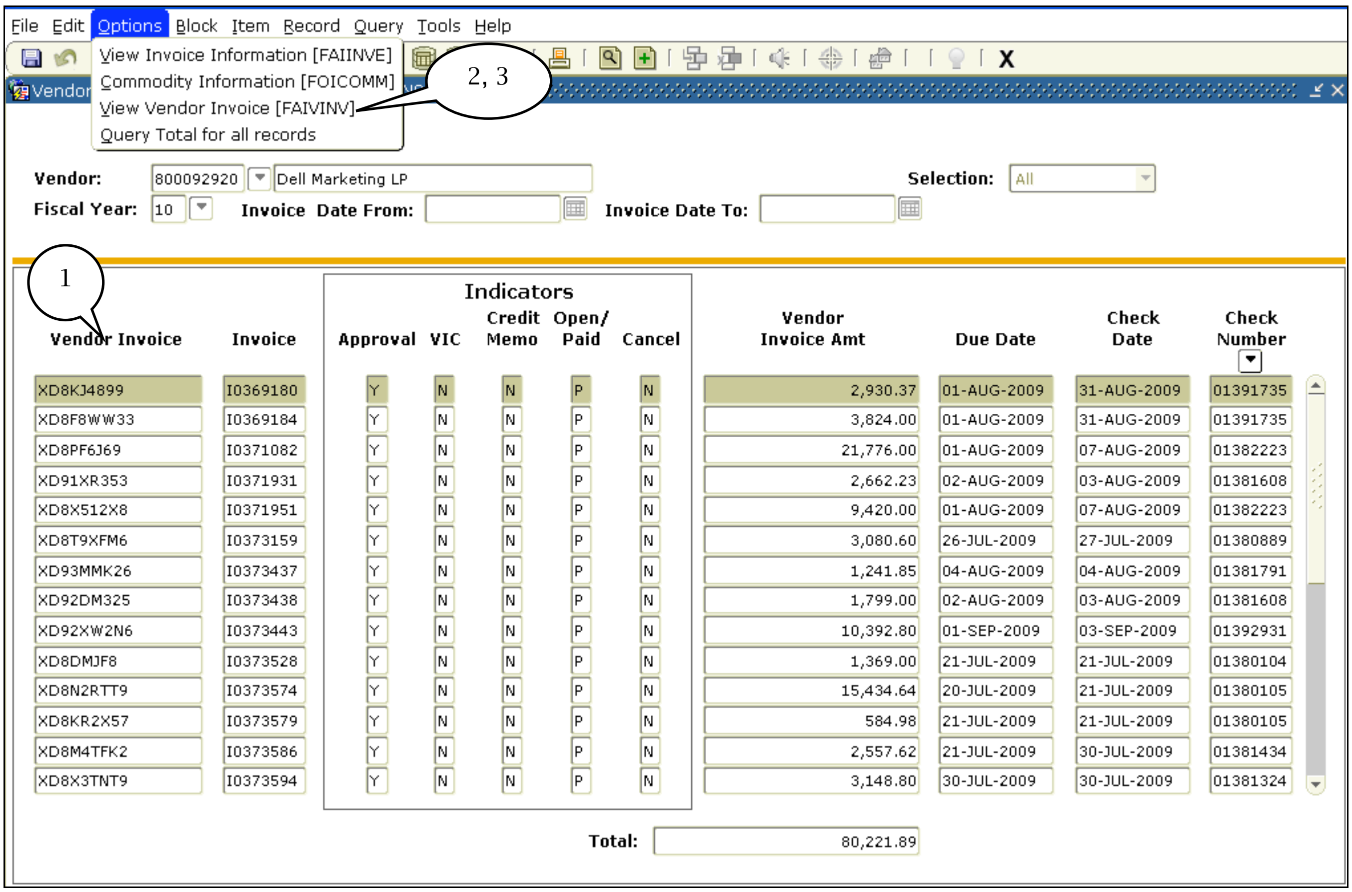
The **General Menu** form, **GUAGMNU**, will be displayed.



Drilling Down for additional information

Many of the query forms in Banner will allow you to access additional information about documents or transactions that they display. This capability is referred to as “drill-down” and is useful for researching transaction or document history.

For example, this is the **Vendor Detail History** form, **FAIVNDH.** It provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.


File Edit Options Block Item Record Query Tools Help

View Invoice Information [FAIINVE]
Commodity Information [FOICOMM]
View Vendor Invoice [FAIVINV]
Query Total for all records

2, 3

1

Vendor: 800092920 Dell Marketing LP

Selection: All

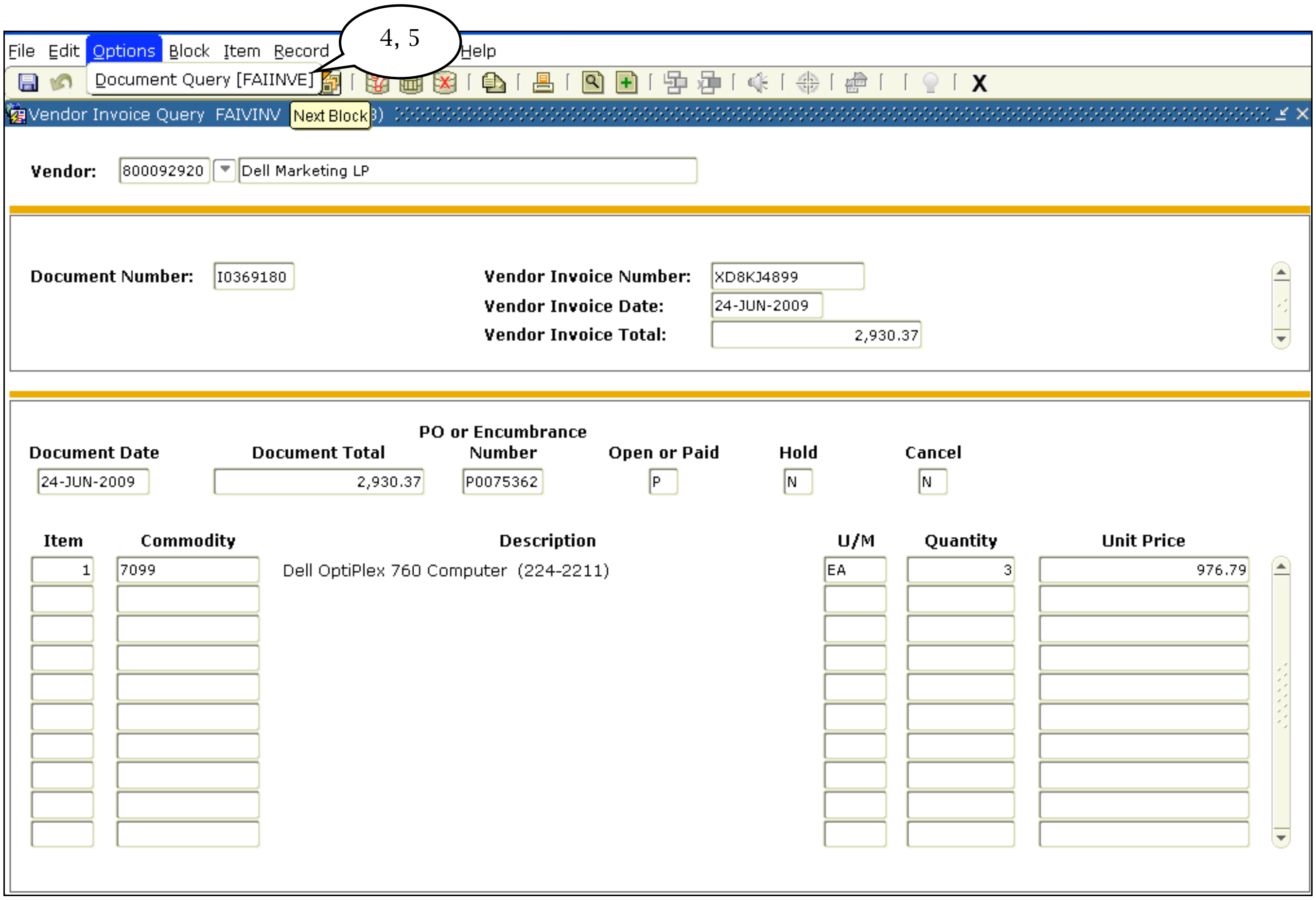
Fiscal Year: 10 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/ Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
XD8KJ4899	I0369180	Y	N	N	P	N	2,930.37	01-AUG-2009	31-AUG-2009	01391735
XD8F8WW33	I0369184	Y	N	N	P	N	3,824.00	01-AUG-2009	31-AUG-2009	01391735
XD8PF6J69	I0371082	Y	N	N	P	N	21,776.00	01-AUG-2009	07-AUG-2009	01382223
XD91XR353	I0371931	Y	N	N	P	N	2,662.23	02-AUG-2009	03-AUG-2009	01381608
XD8X512X8	I0371951	Y	N	N	P	N	9,420.00	01-AUG-2009	07-AUG-2009	01382223
XD8T9XFM6	I0373159	Y	N	N	P	N	3,080.60	26-JUL-2009	27-JUL-2009	01380889
XD93MMK26	I0373437	Y	N	N	P	N	1,241.85	04-AUG-2009	04-AUG-2009	01381791
XD92DM325	I0373438	Y	N	N	P	N	1,799.00	02-AUG-2009	03-AUG-2009	01381608
XD92XW2N6	I0373443	Y	N	N	P	N	10,392.80	01-SEP-2009	03-SEP-2009	01392931
XD8DMJF8	I0373528	Y	N	N	P	N	1,369.00	21-JUL-2009	21-JUL-2009	01380104
XD8N2RTT9	I0373574	Y	N	N	P	N	15,434.64	20-JUL-2009	21-JUL-2009	01380105
XD8KR2X57	I0373579	Y	N	N	P	N	584.98	21-JUL-2009	21-JUL-2009	01380105
XD8M4TFK2	I0373586	Y	N	N	P	N	2,557.62	21-JUL-2009	30-JUL-2009	01381434
XD8X3TNT9	I0373594	Y	N	N	P	N	3,148.80	30-JUL-2009	30-JUL-2009	01381324

Total: 80,221.89

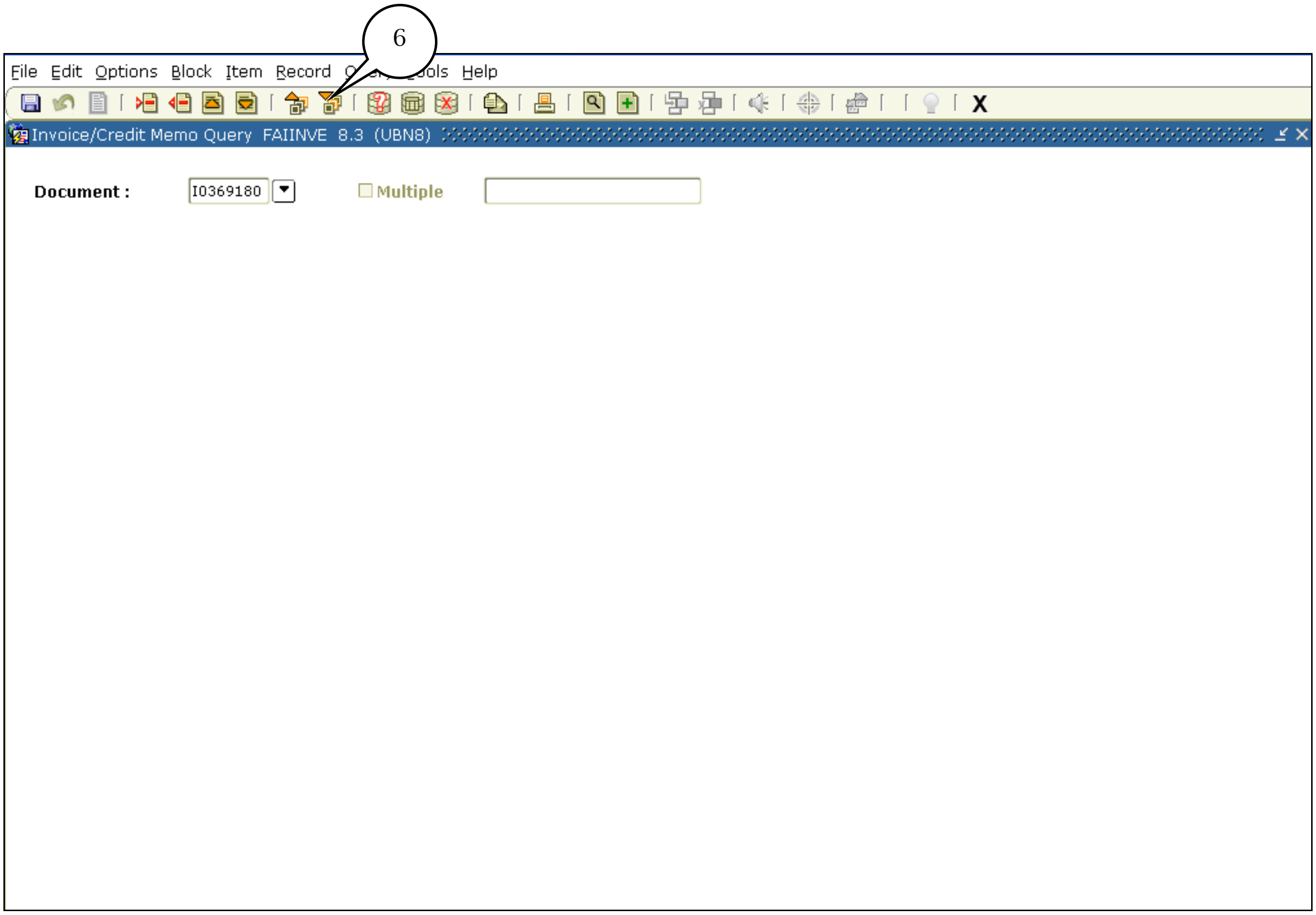
1. Highlight the record of interest.
2. Click on the **Options** menu to see what additional information is available for the record.
3. Select an option (in this case, **View Vendor Invoice [FAIVINV]**).

The **Vendor Invoice Query** form, **FAIVINV**, will be displayed with the information from your highlighted record in the **Key Block** area.



4. Click on the **Options** menu to see what additional information is available for the record.
5. Select an option (in this case, **Document Query [FAIINVE]**).

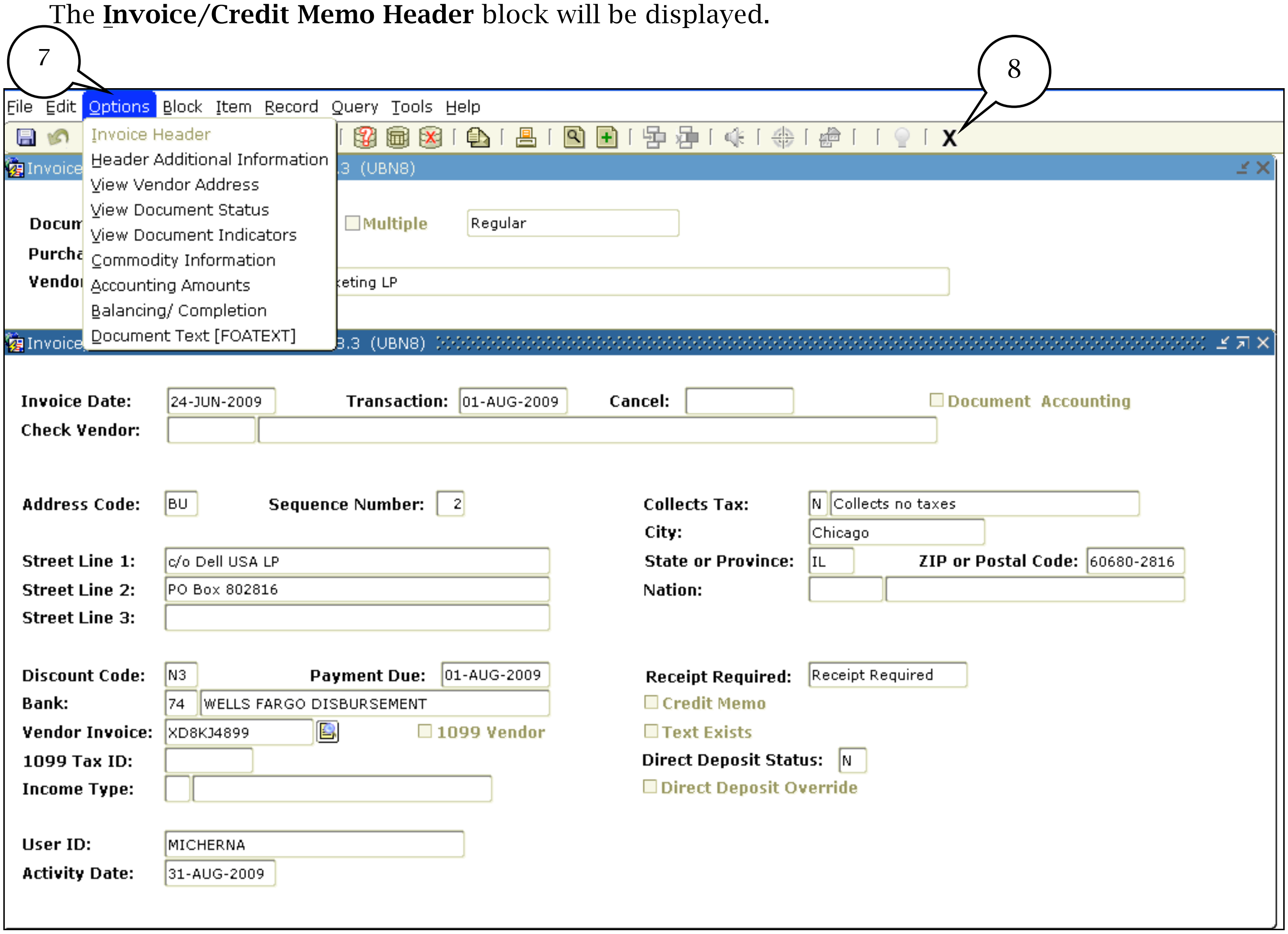
The **Invoice/Credit Memo Query** form, **FAIINVE**, will be displayed.



You can now use this form just as if you had accessed it from the **General Menu.**

6. Click on the **Next Block** button **.**

The **Invoice/Credit Memo Header** block will be displayed.



7. There is a new set of **Options** which you can access for further information from this form.
8. When you are finished, click on the **Exit** button **X** until you return to the calling form.

This "drill-down" technique is available on most query forms in Banner. Check the **Options** menu on individual forms to see what additional information can be accessed.

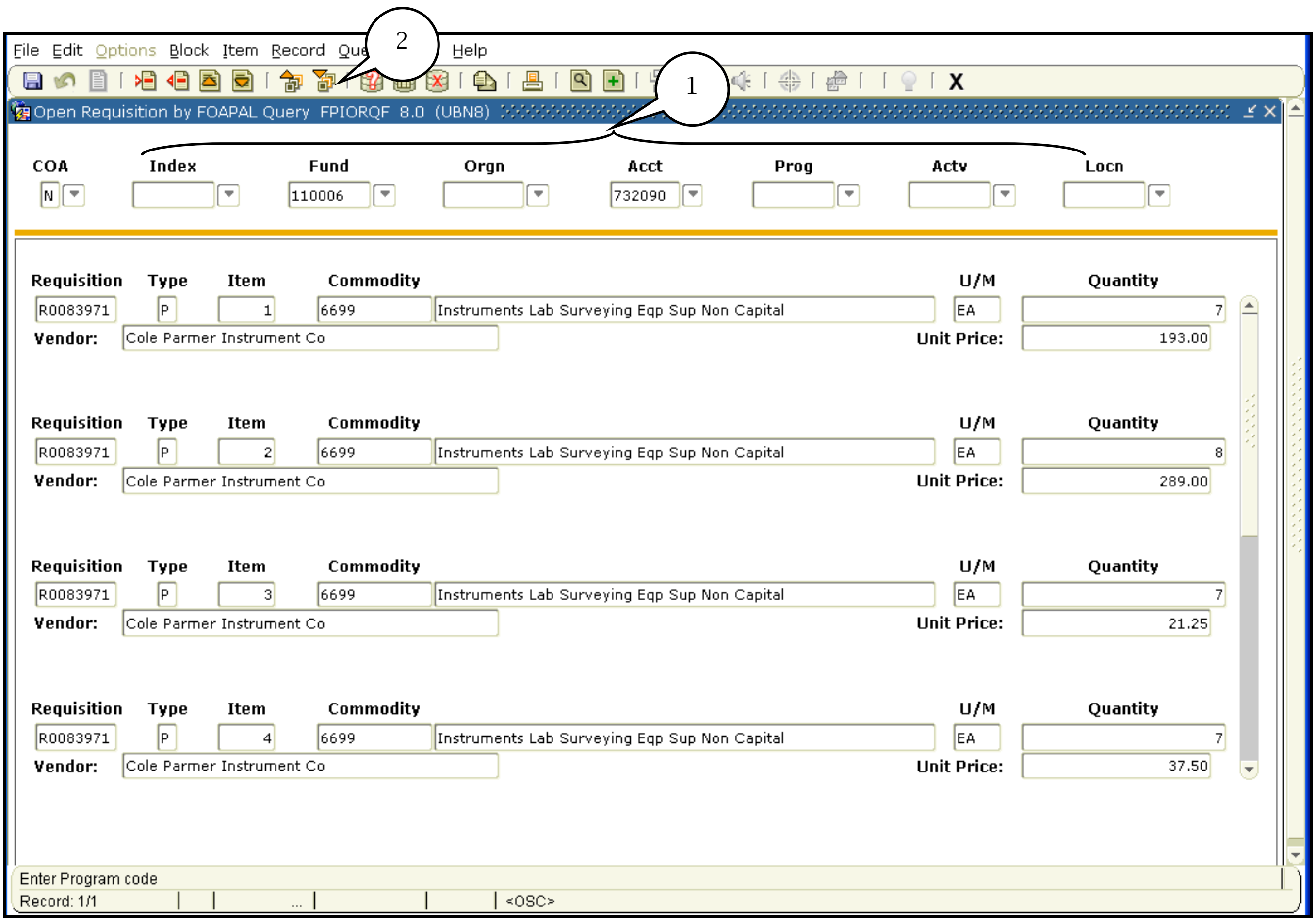
Procurement and Vendor Queries

Purchasing Inquiries

Open Requisition by FOAPAL Query (FPIORQF)

The **Open Requisition by FOAPAL Query** form, **FPIORQF**, provides a list of open requisitions by accounting distribution. This includes any combination of fund, organization, account, program, activity, and location.

Access the **Open Requisition by FOAPAL Query** form by entering **FPIORQF** in the Direct Access **Go To**… field.

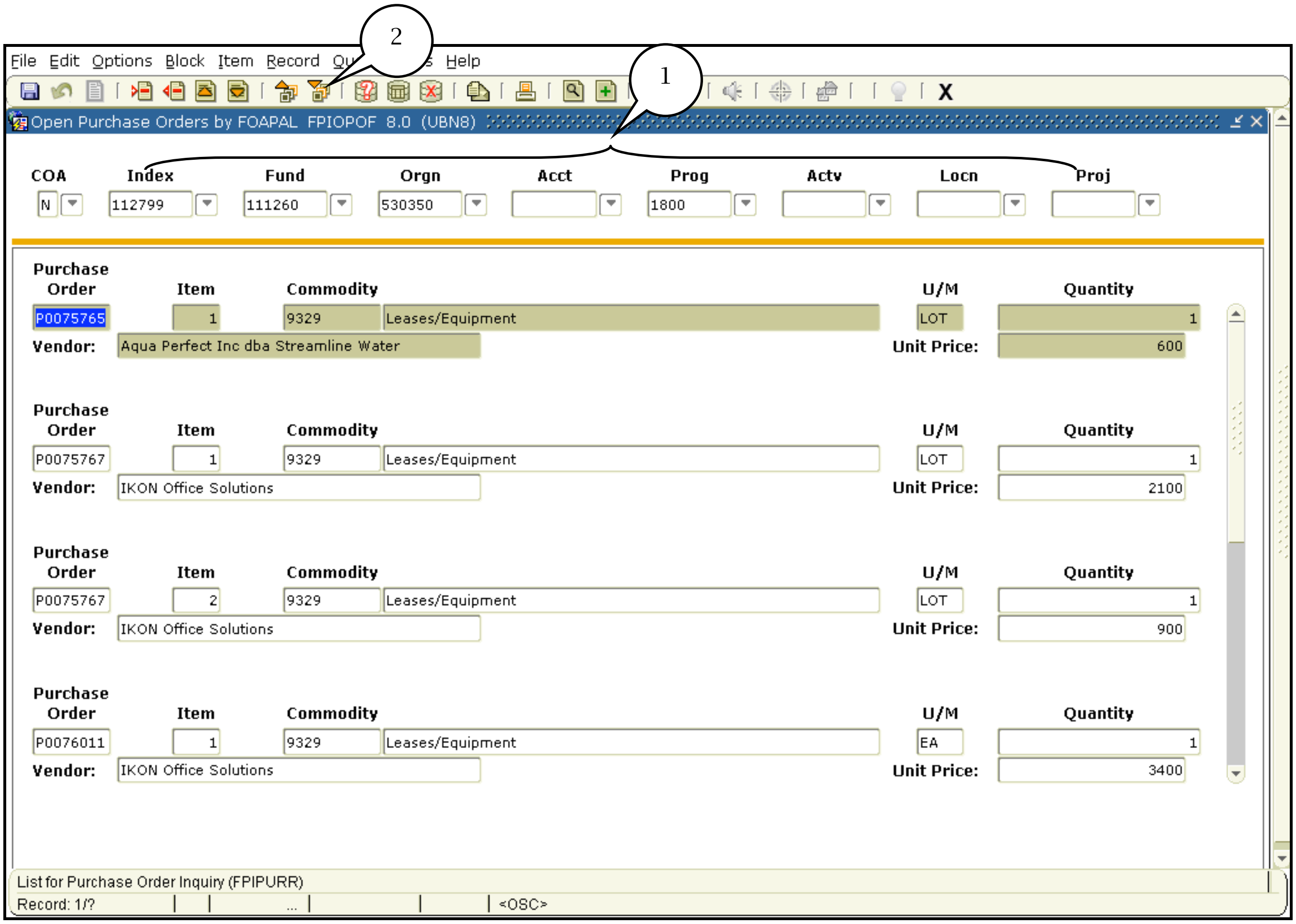


1. Enter the **FOAPAL** elements for which you wish to display open requisitions or enter a specific **Index** number.
2. Click on the **Next Block** button .

Open Purchase Orders by FOAPAL (FPIOPOF)

The **Open Purchase Orders by FOAPAL** form, **FPIOPOF**, provides an online display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL**).**

Access the **Open Purchase Orders by FOAPAL** form by entering **FPIOPOF** in the Direct Access **Go To**… field**.**

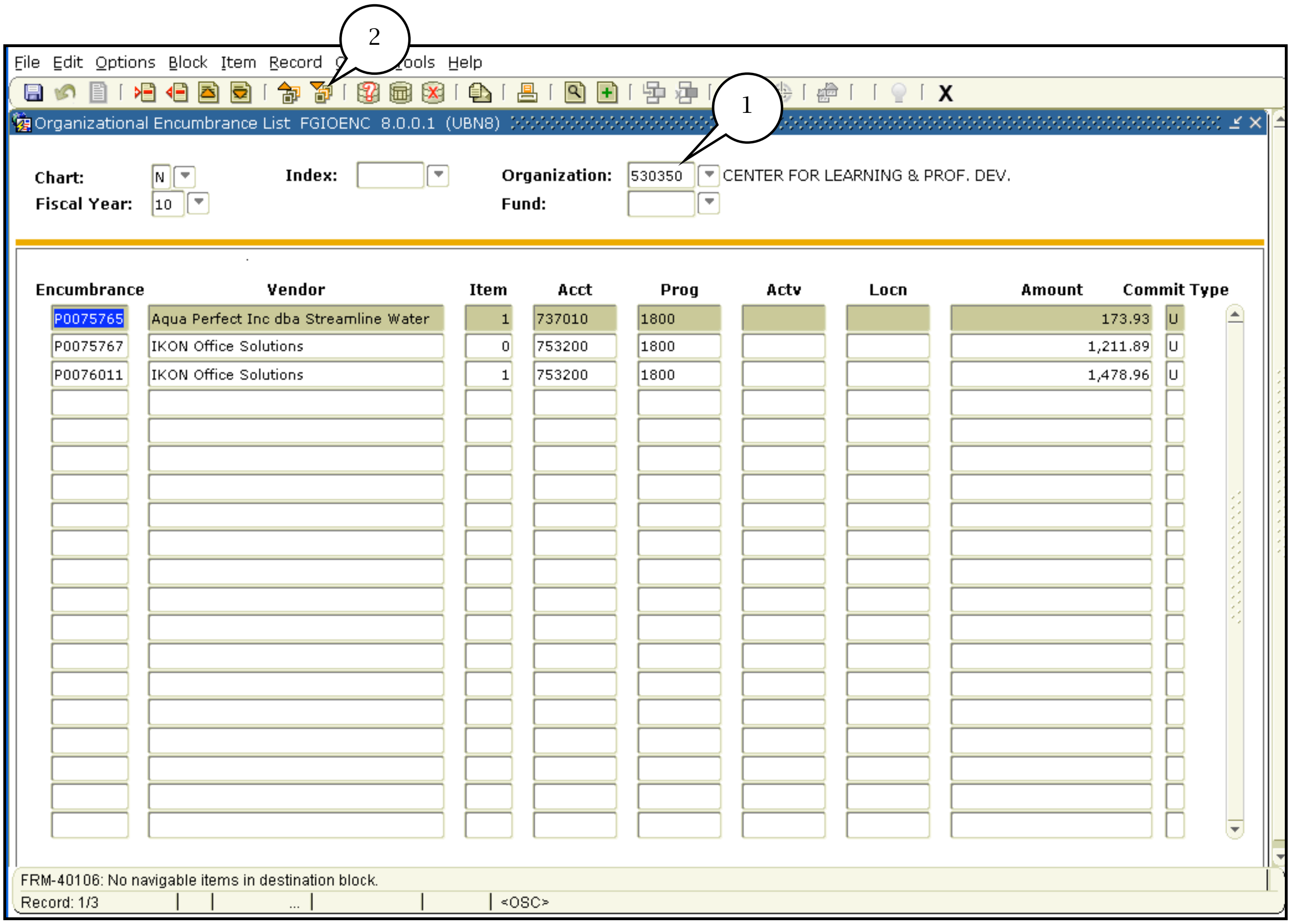


1. Enter the FOAPAL elements for which you wish to display open requisitions or enter a specific **Index** number.
2. Click on the **Next Block** button .

Organizational Encumbrance List (FGIOENC)

The **Organizational Encumbrance List** form, **FGIOENC**, displays an online list of all encumbrances by organization. A query can also be performed by a specific Index, this will provide different results.

Access the **Organizational Encumbrance List** form by entering **FGIOENC** in the Direct Access **Go To…** field.

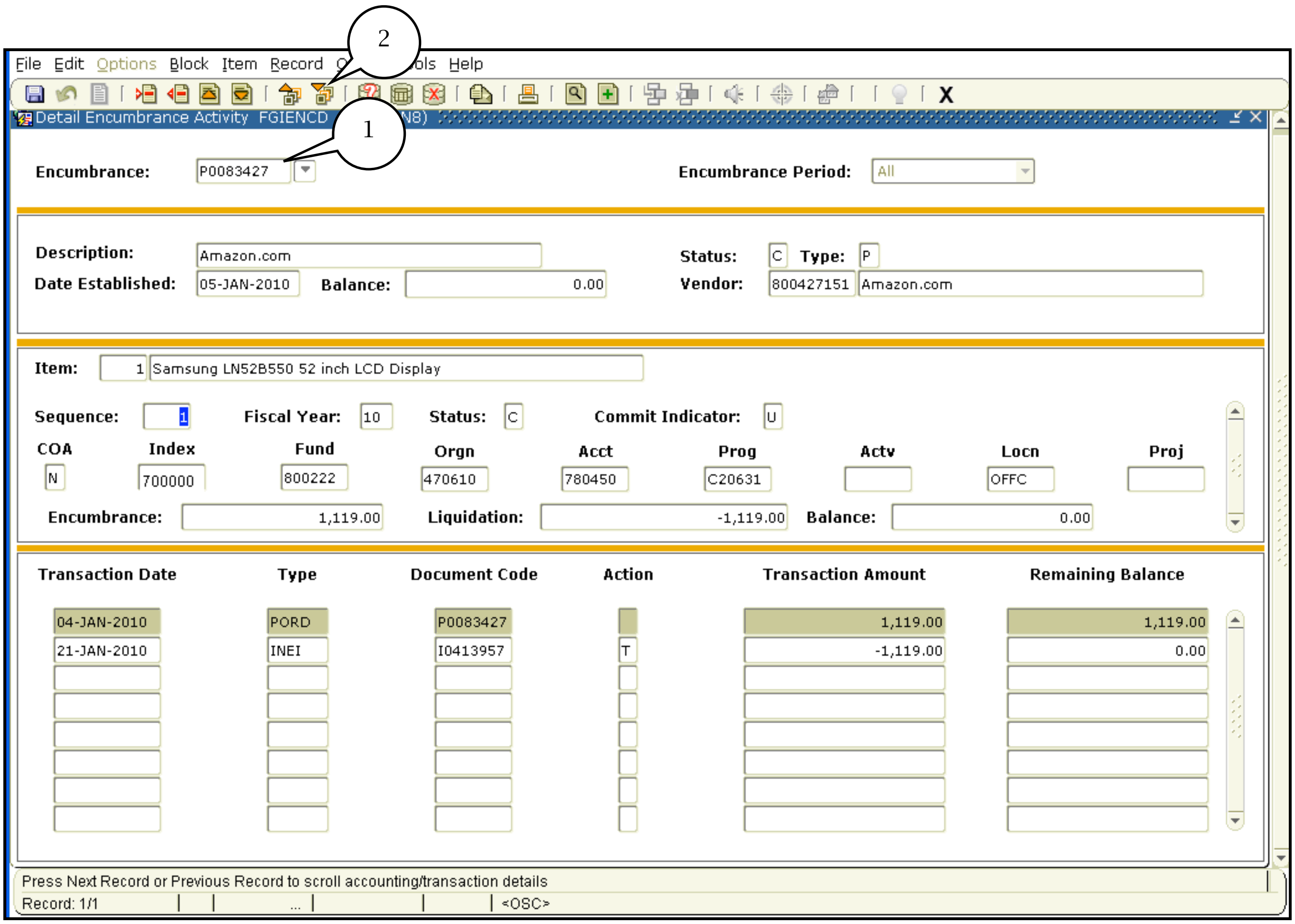


1. Enter your Organization number in the **Organization** field. A query using a specific Index can also be used and may provide different results.
2. Click on the **Next Block** button .

Detail Encumbrance List (FGIENCD)

The **Detail Encumbrance Activity** form, **FGIENCD**, provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.

Access the **Detail Encumbrance List** form by entering **FGIENCD** in the Direct Access **Go To…** field.



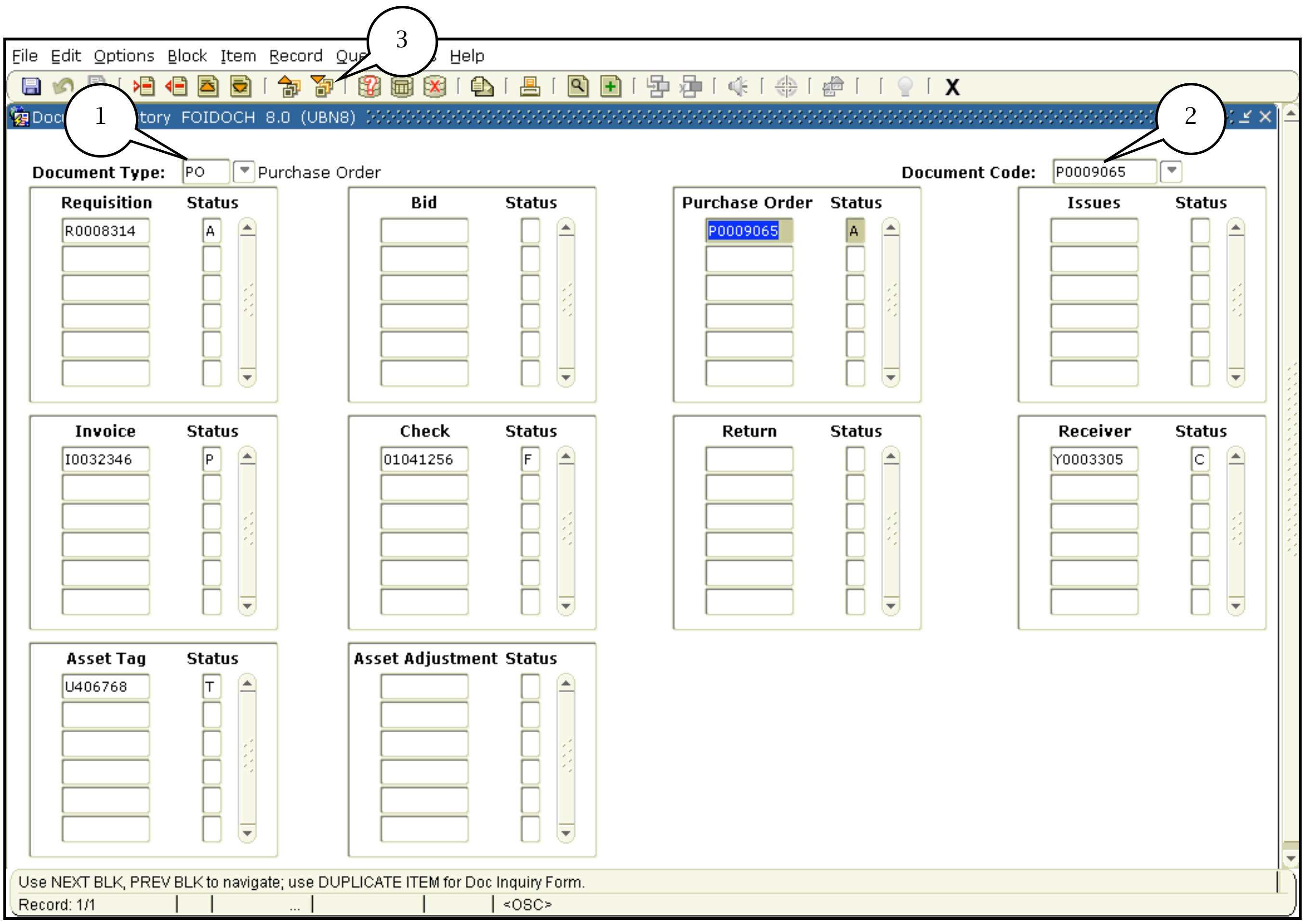
1. Enter an encumbrance number in the **Encumbrance** field.
2. Click on the **Next Block** button .

Purchasing Financial History and Documentation

Document History (FOIDOCH)

The **Document History** form, **FOIDOCH**, displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document number you enter.

Access the **Document History** form by entering **FOIDOCH** in the Direct Access **Go To**… field.



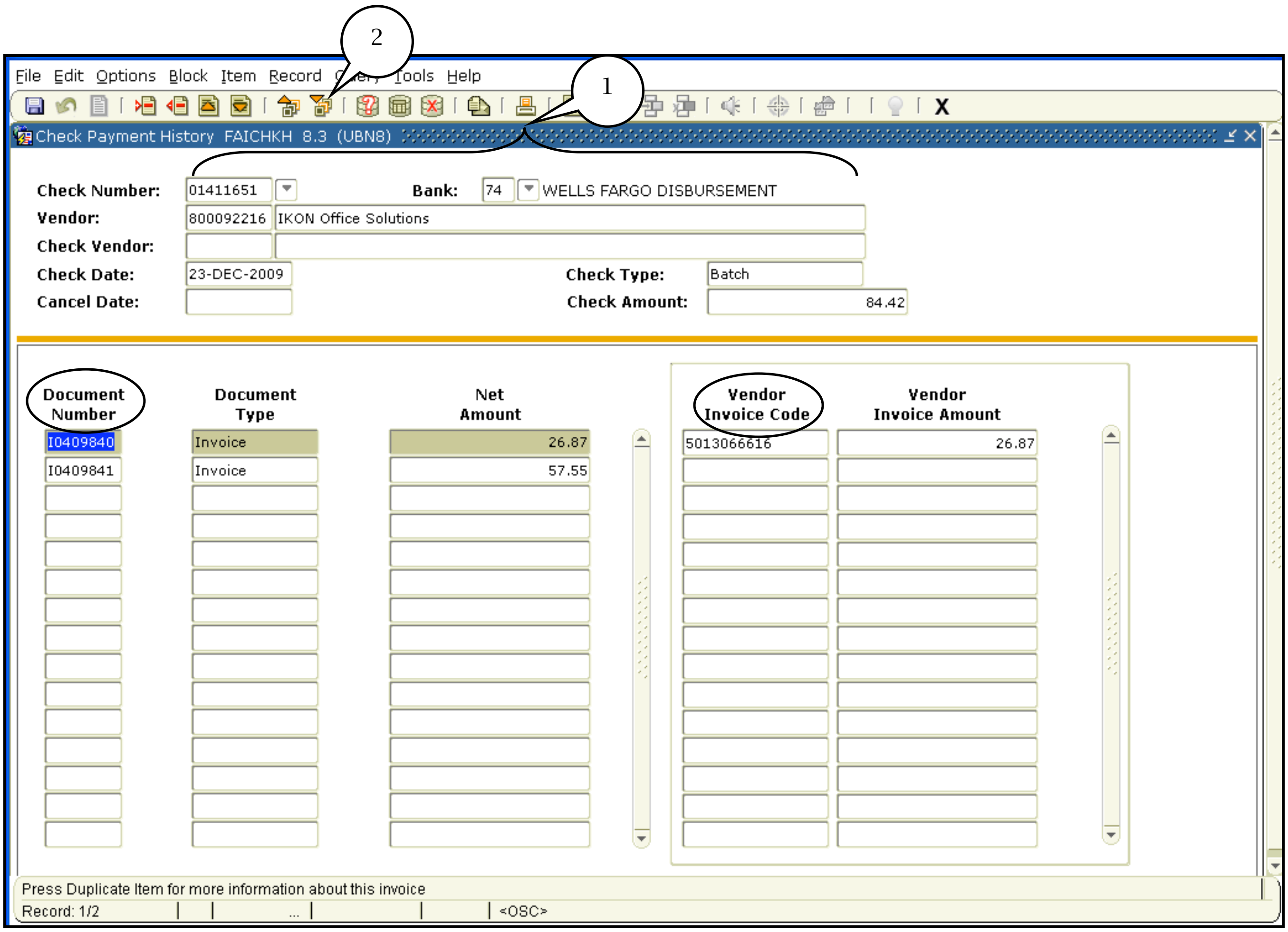
1. Enter the document type in the **Doc Type** field.
2. Enter the document number in the **Document Code** field.
3. Click on the **Next Block** button .

To view the status list, select the Options menu and select View Status Indicator from the drop down list. A form can also be accessed directly from FOIDOCH. Highlight the desired document, select the Options menu, and select the form name from the drop down list.

Check Payment History (FAICHKH)

The **Check Payment History** form, **FAICHKH**, displays summary information about check transactions.

Access the **Check Payment History** form by entering **FAICHKH** in the Direct Access **Go To**… field.



1. Enter the check number and the bank code on which it was drawn in the **Check Number** and **Bank** fields or click on the **Search** button to select the one you need.
   a. Currently NMSU uses Wells Fargo Bank – Code 74
   b. Queries prior to October 2006, NMSU used Bank of America – Code 54
2. Click on the **Next Block** button.

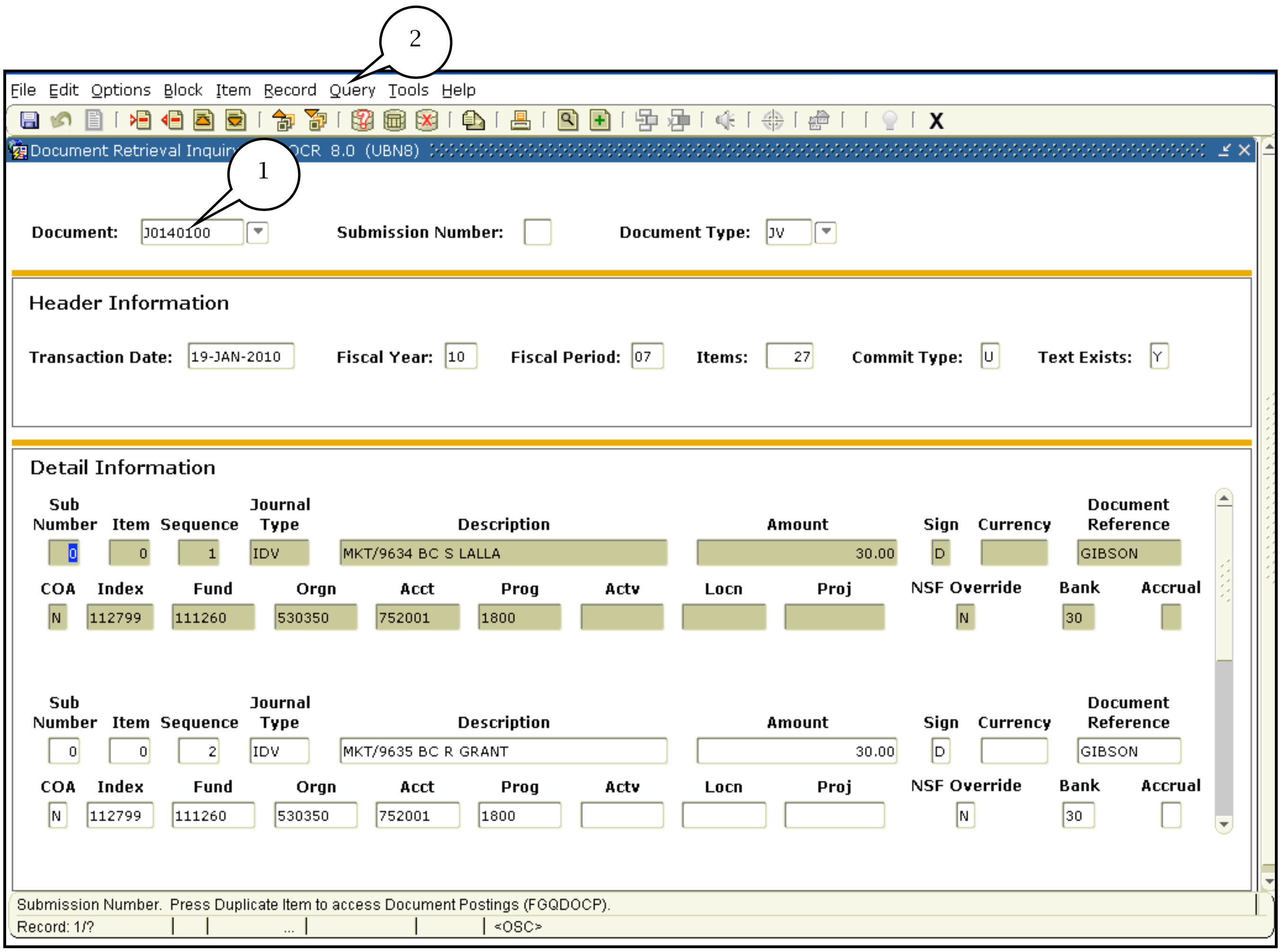
   Note: **Document Number** references the Banner system generated number. The **Vendor Invoice Code** reflects the invoice number sent by Vendor.

*To find the check number that corresponds to a specific requisition or purchase order, use the **Document History** form, **FOIDOCH**.*

Document Retrieval Inquiry (FGIDOCR)

The **Document Retrieval Inquiry** form, **FGIDOCR**, provides online query capability for all transactions processed by the system. Information displayed includes the **Transaction Date**, **Description**, **Amount**, and the **FOAP** distribution.

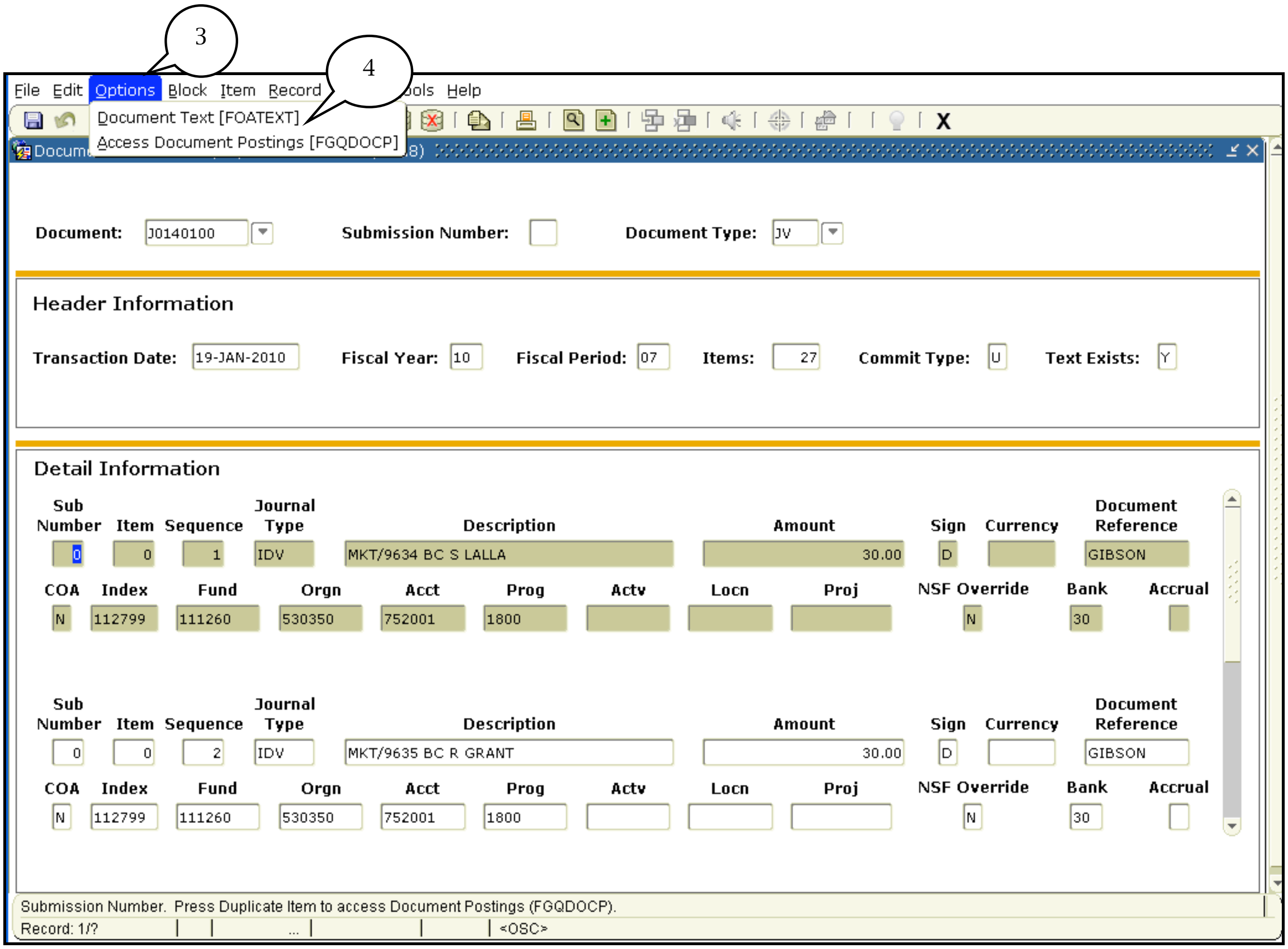
Access the **Document Retrieval Inquiry** form by entering **FGIDOCR** in the Direct Access **Go To…** field.



1. Enter the document number in the **Document** field.
2. Click on the **Next Block** button.

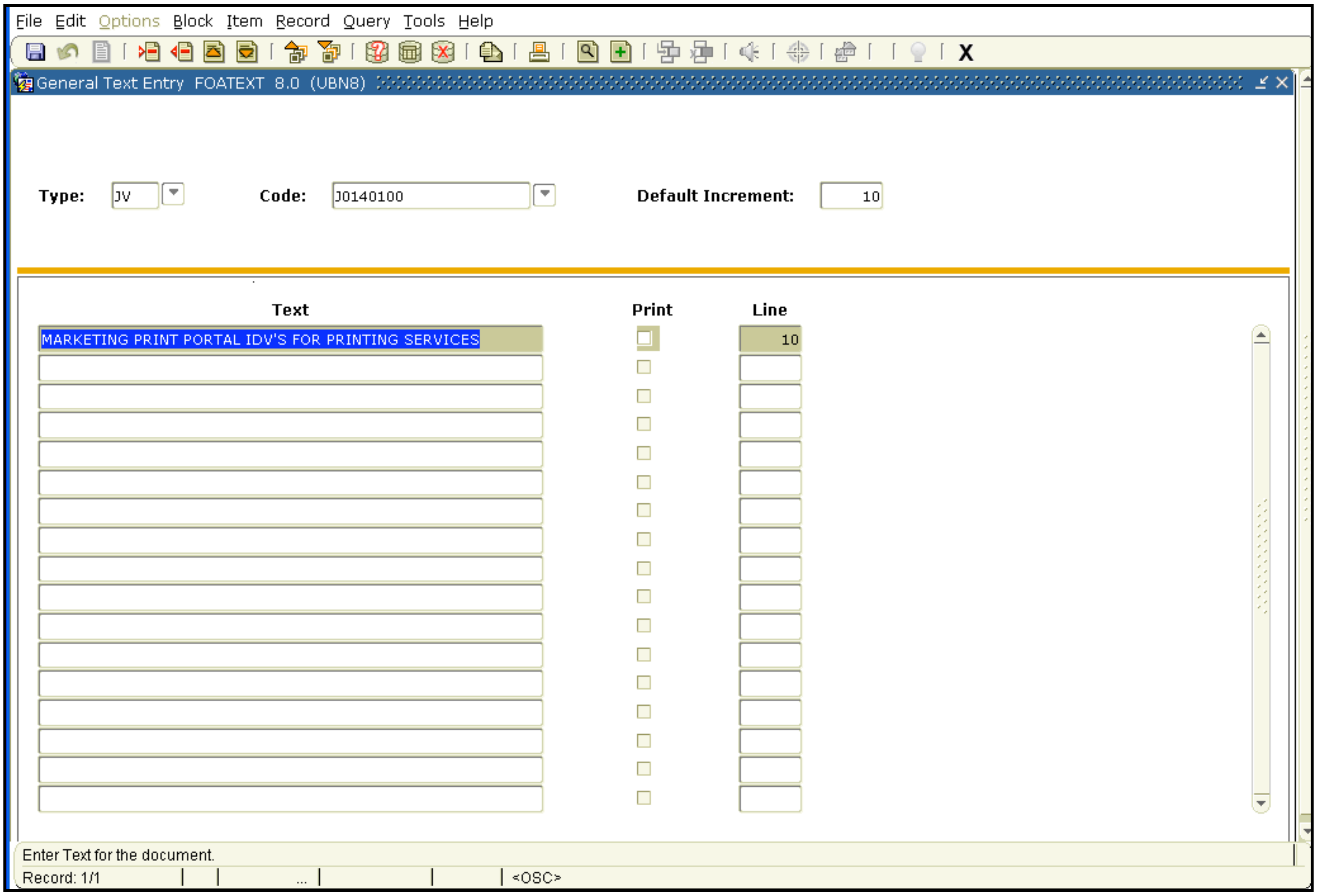
When querying a Journal Voucher, text may exist to provide explanation for the Journal Voucher being processed. Printing a screen capture of the FGIDOCR and the Document Text [FOATEXT] can be used in place of using the Finance Documentation Request form to obtain back-up documentation for your files.

Note: This may not be applicable for all type of Documents.



3. Click on the **Option** menu.
4. Select **Document Text** (FOATEXT form).

Document Text form and text will be displayed.

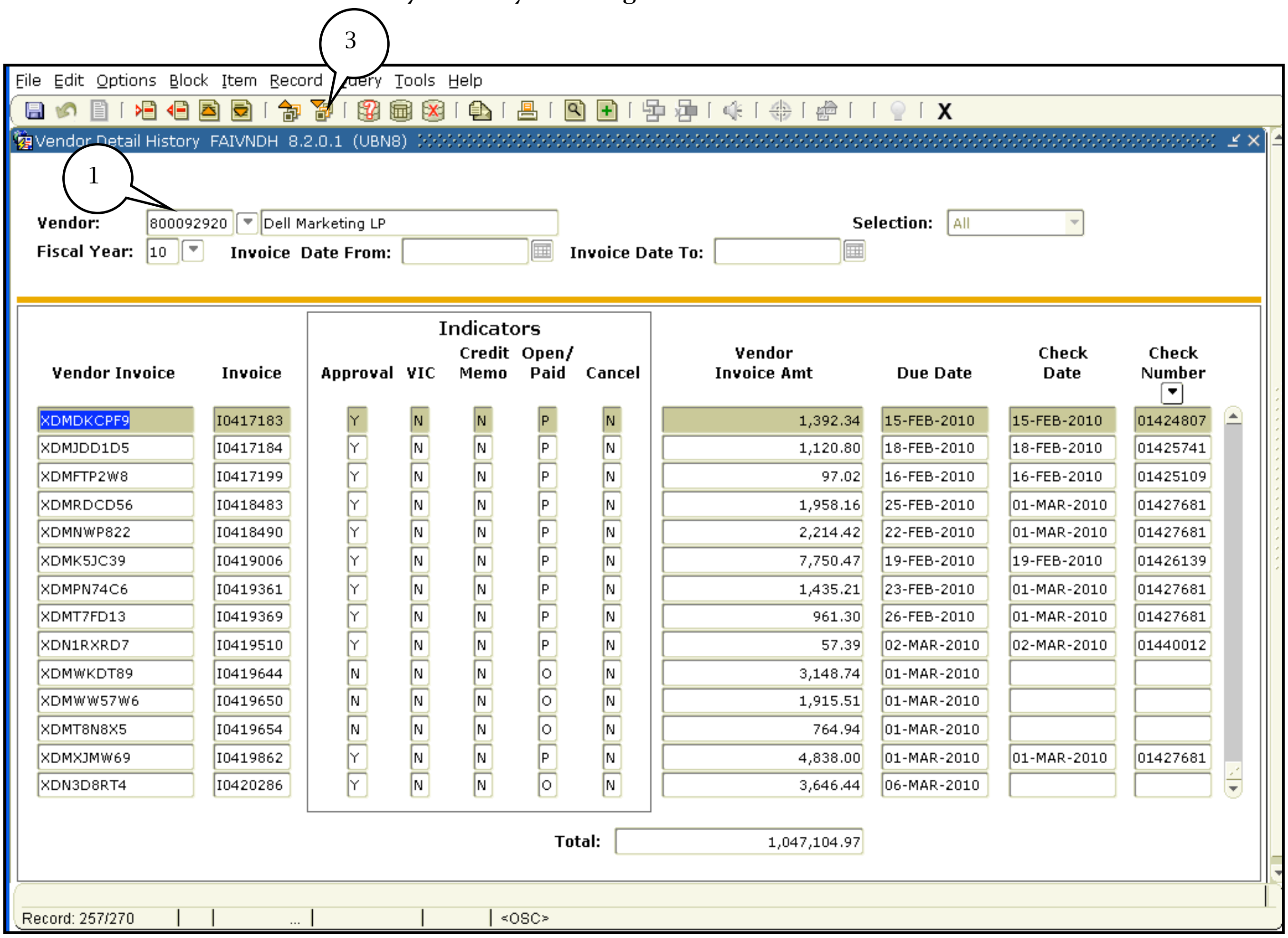


5. Click on Exit button X to return to FGIDOCR, previous form.

Vendor Detail History (FAIVNDH)

The **Vendor Detail History** form, **FAIVNDH**, provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.

Access the **Vendor Detail History** form by entering **FAIVNDH** in the Direct Access **Go To**… field.



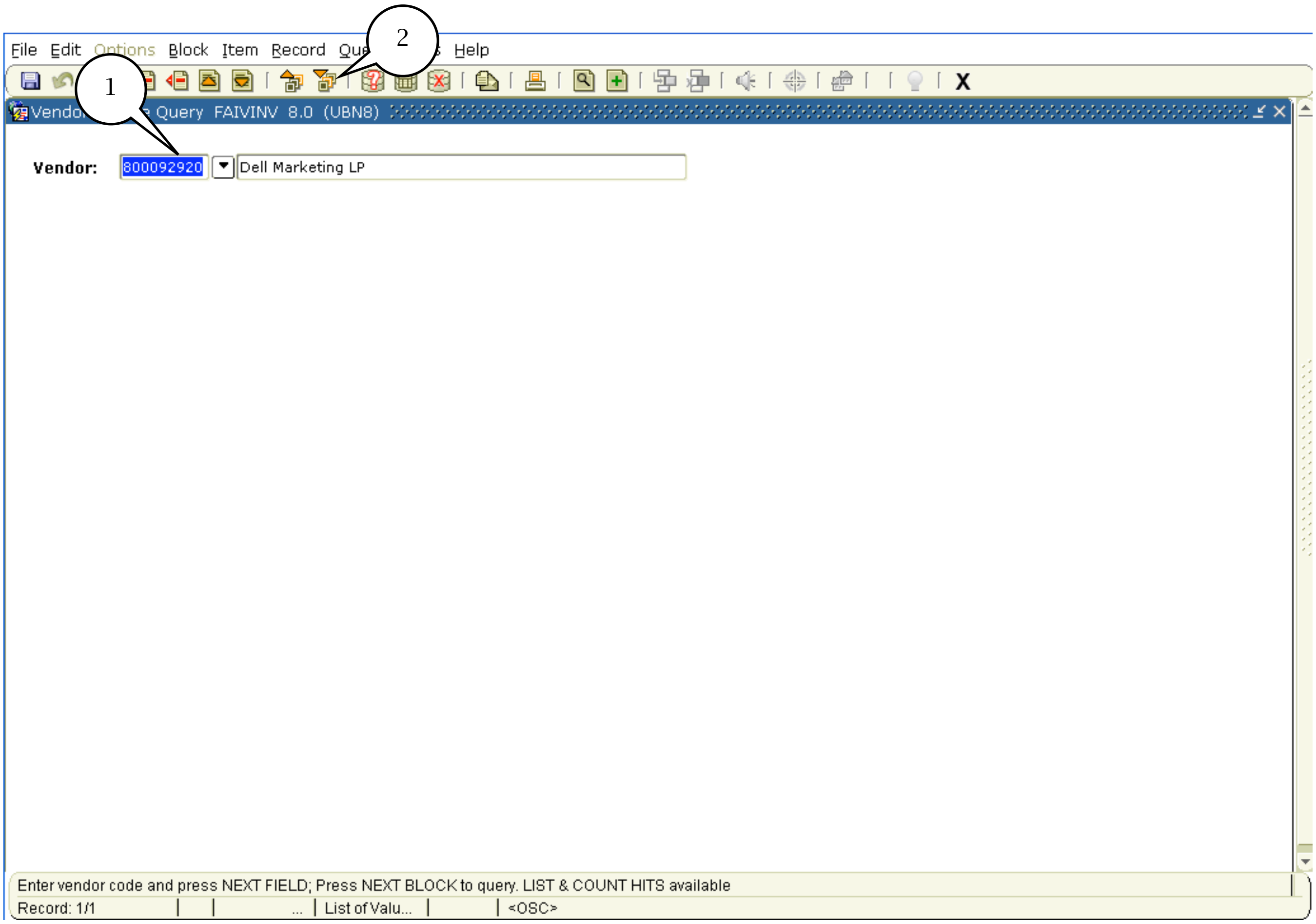
1. Enter the Vendor number in the **Vendor** field.
2. The default in the **Selection** field is **All.**
3. Click on the **Next Block** button .

   Note: With a Vendor Invoice selected and from the **Options** menu additional forms can be accessed to view. To narrow a query the **Invoice Date From** and **Invoice Date To** can be used.

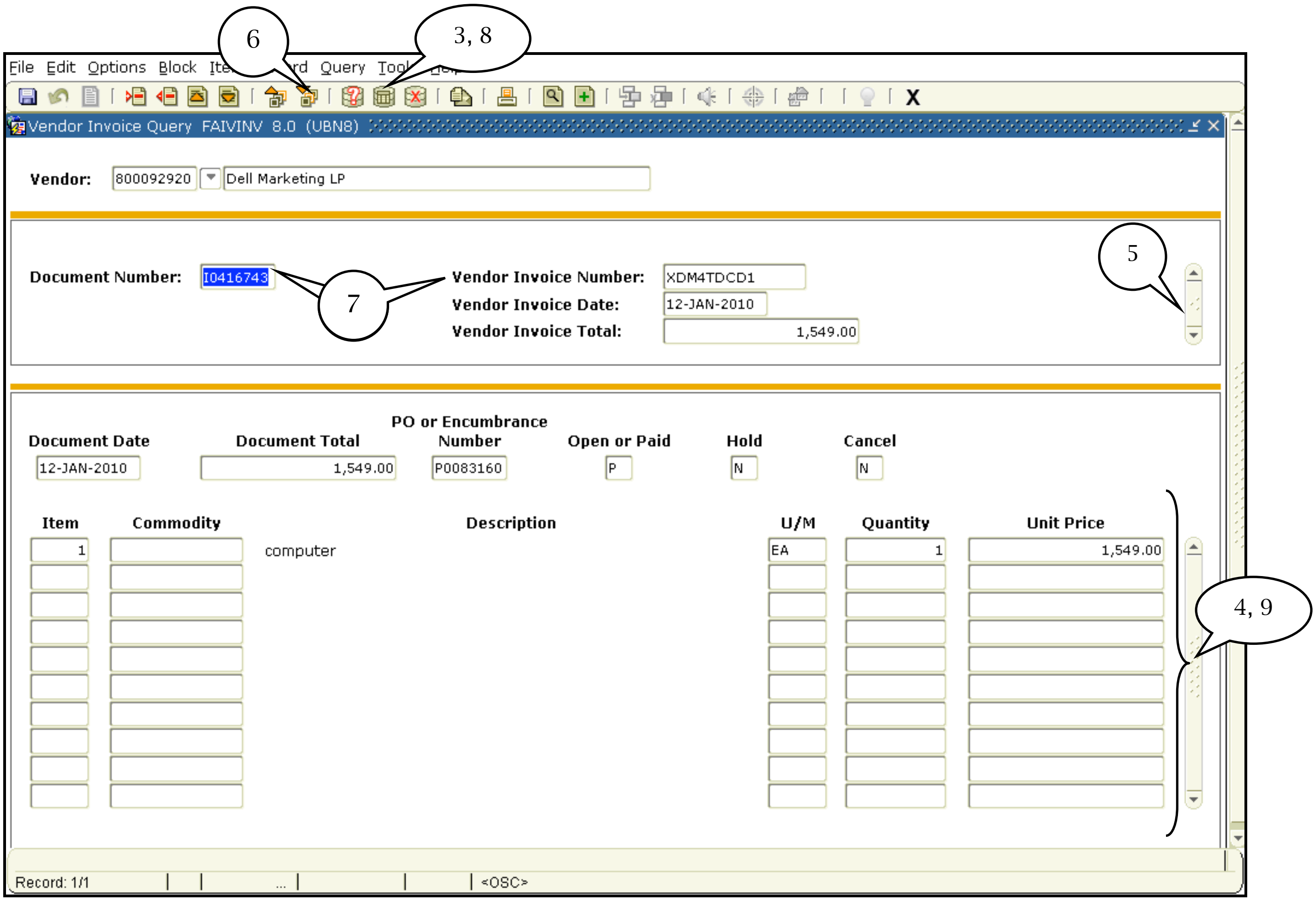
Vendor Invoice Query (FAIVINV)

Use the **Vendor Invoice Query** form, **FAIVINV**, to view detailed information about invoices for a particular vendor.

Access the **Vendor Invoice Query** form by entering **FAIVINV** in the Direct Access **Go To**… field.



1. Enter the Vendor number in the **Vendor** field.
2. Click on the **Next Block** button .



To display information for all invoices for this vendor:

3. Click on the **Execute Query** button or press the **F8** key.
4. Details of the most recent invoice will be displayed.
5. If applicable use the scroll bar to view additional invoices.

To display information for one specific invoice for this vendor:

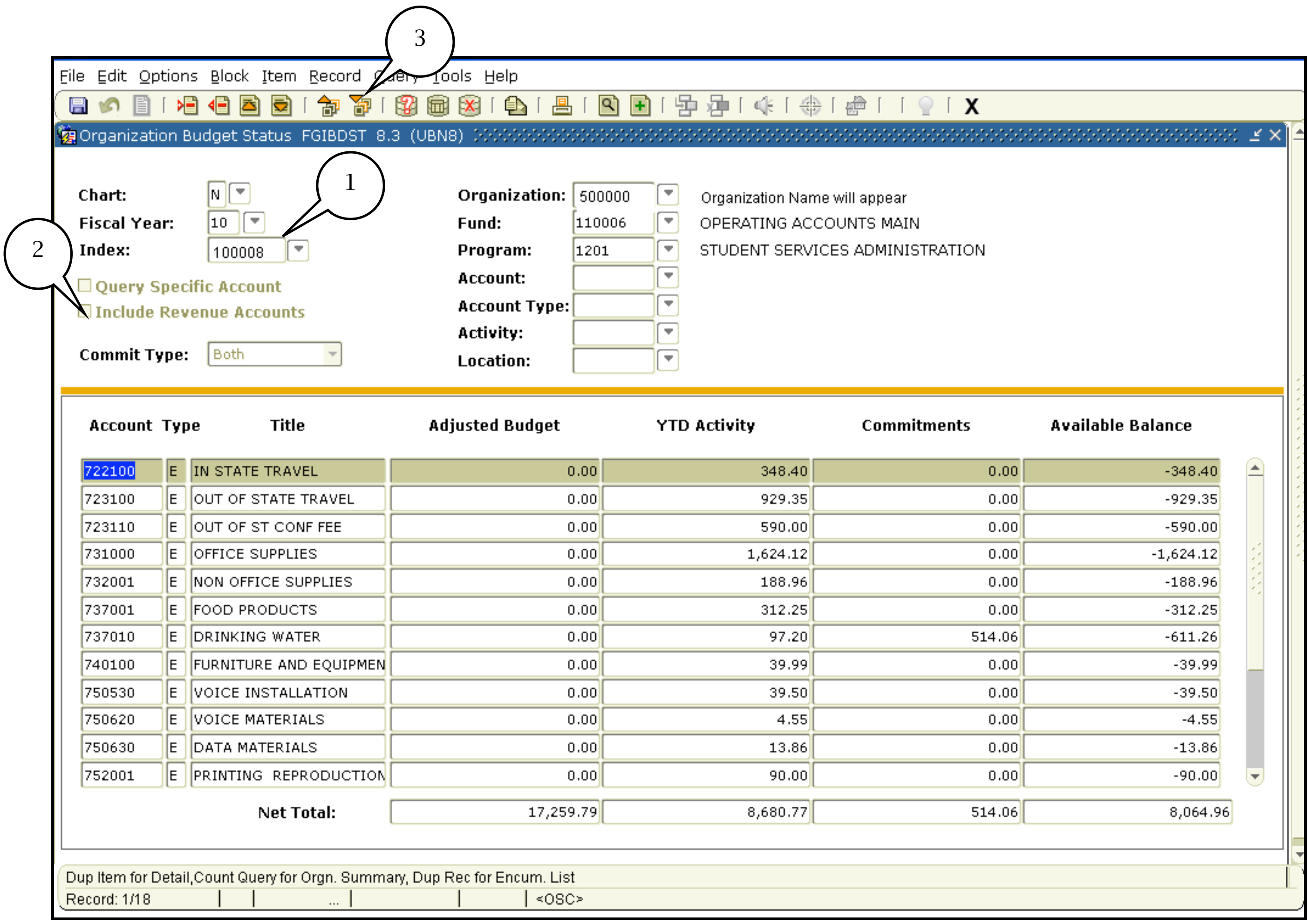
6. Click on the **Next Block** button.
7. Enter the NMSU invoice number in the **Document Number** field or the Vendor's invoice number in the **Vendor Invoice Number** field.
8. Click on the **Execute Query** button or press the **F8** key.
9. Details of the invoice will be displayed.

General Budget Queries

Organization Budget Status (FGIBDST)

Use the **Organization Budget Status** form, **FGIBDST**, to view an online query of the budget availability by organization code.

Access the **Organization Budget Status** form by entering **FGIBDST** in the Direct Access **Go To…** field.



1. Enter your **Index** number.
2. Ensure "Include Revenue Accounts" is not checked.

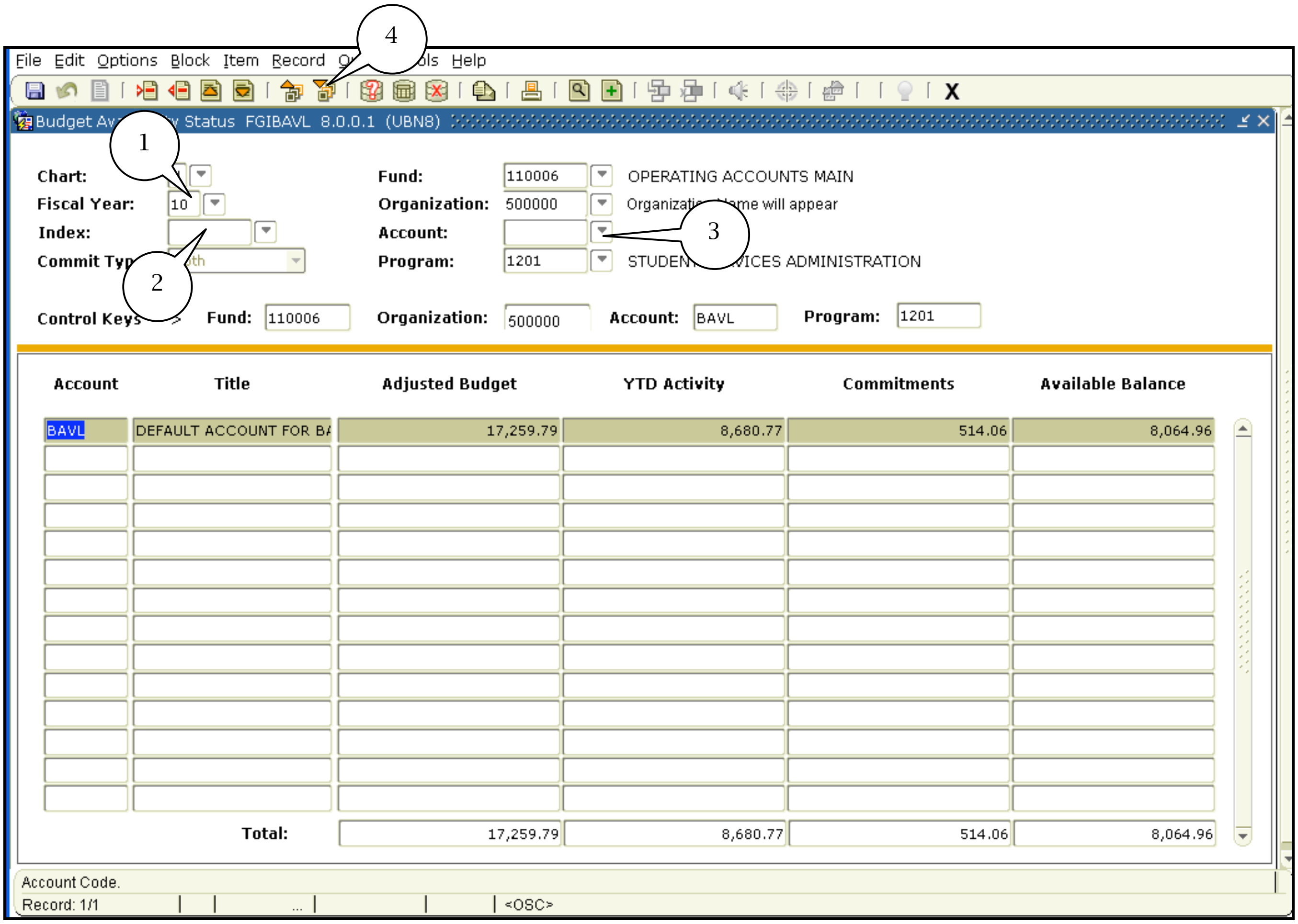
   Note: For budgets that do bring in revenue and to display Revenue Accounts leave checkmark on.

3. Click on the **Next Block** button .

Budget Availability Status (FGIBAVL)

The **Budget Availability Status** form, **FGIBAVL**, allows online query of budget availability for a selected **Fund**, **Organization**, **Account**, and **Program** combination. Use it to ensure an adequate balance for transaction processing.

Access the **Budget Availability Status** form by entering **FGIBAVL** in the Direct Access **Go To**… field.

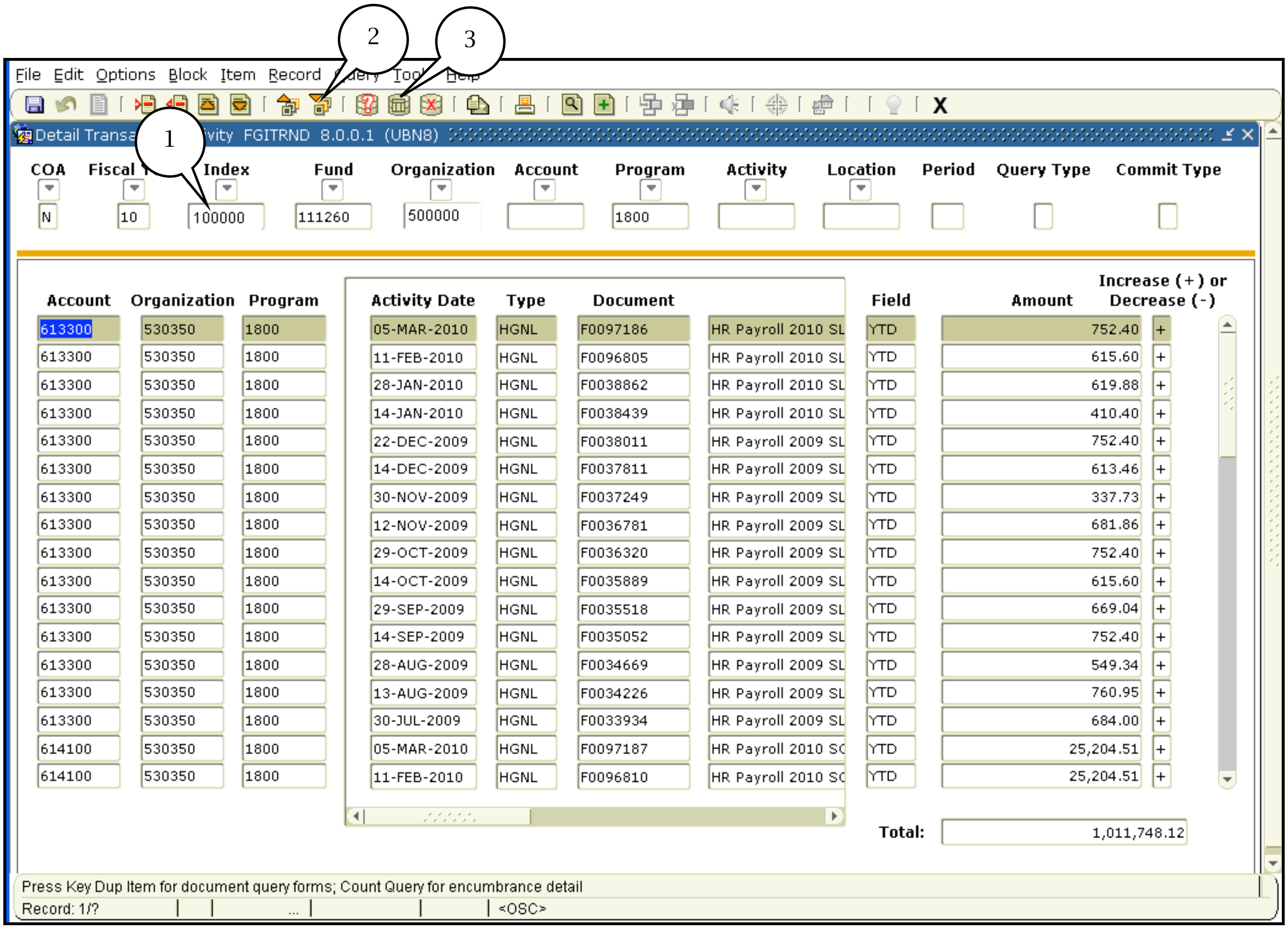


1. Enter the **Fiscal Year** (if not populate by default).
2. Enter the **Index** code.
3. (Optional) Enter an **Account** code.
4. Click on the **Next Block** button.

Detail Transaction Activity (FGITRND)

Use the **Detail Transaction Activity** form, **FGITRND**, to display an online view of detailed transaction activity for operating ledger accounts.

Access the **Detail Transaction Activity** form by entering **FGITRND** in the Direct Access **Go To…** field.



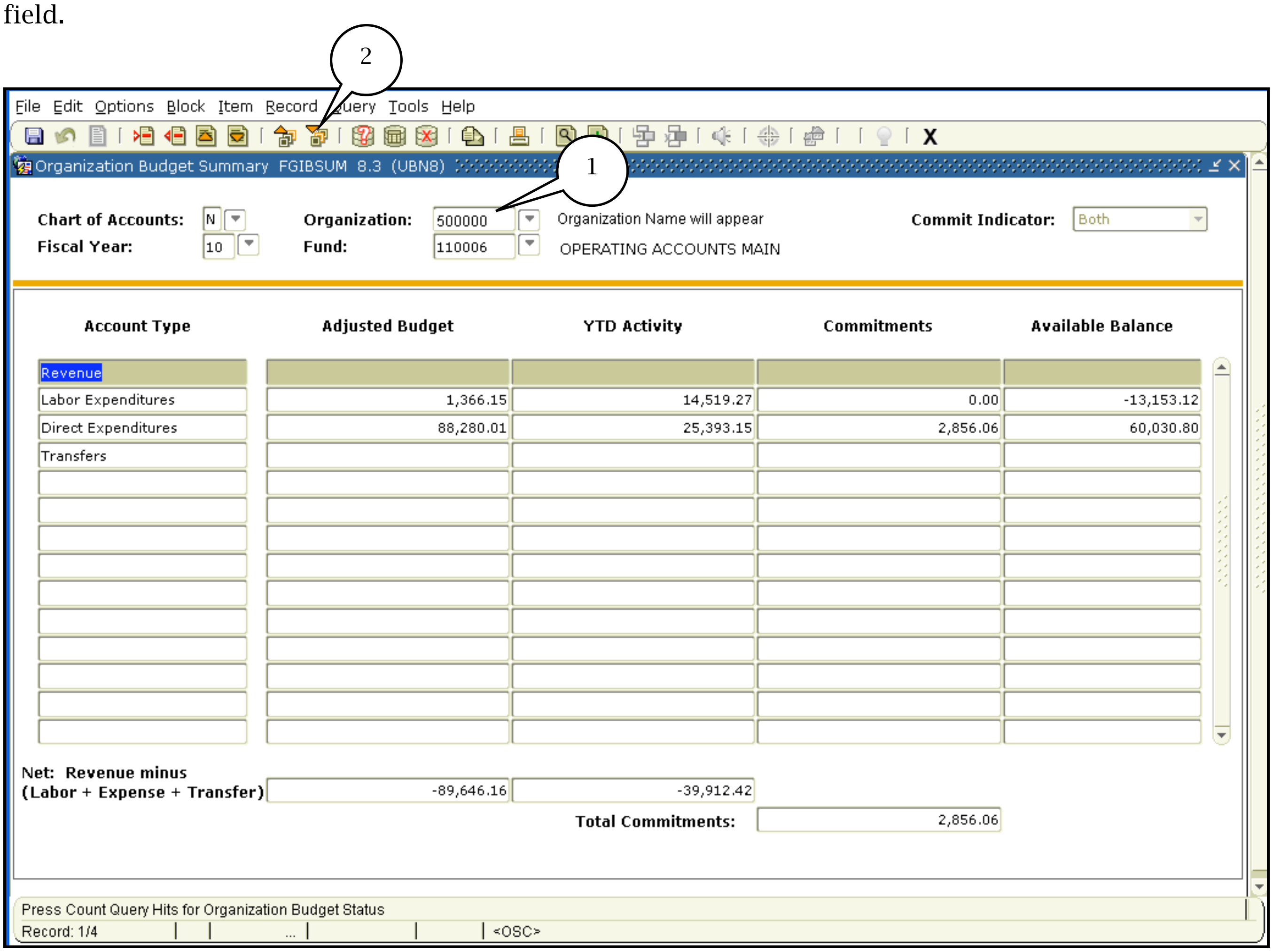
1. Enter an **Index** number.
2. Click on the **Next Block** button .
3. Click on the **Execute Query** button .

*Use the **Extract Data No Key** option from the **Help** menu to download this information to a spreadsheet.*

Organization Budget Summary (FGIBSUM)

Use the **Organization Budget Summary** form, **FGIBSUM**, to view summarized budget information by user-defined account type for a selected organization/fund combination.

Access the **Organization Budget Summary** form by entering **FGIBSUM** in the Direct Access **Go To…** field.

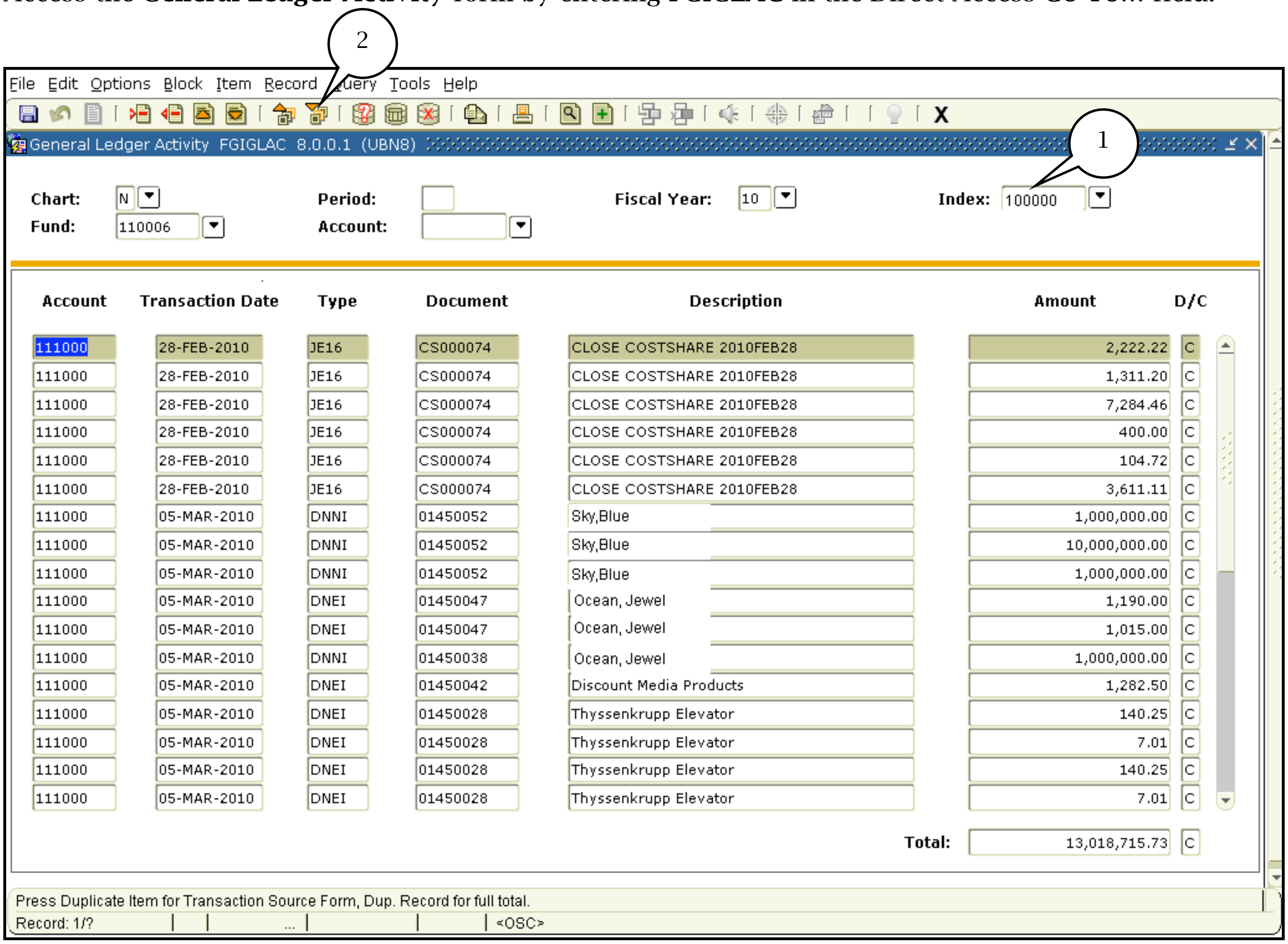


1. Enter the Organization number in the **Organization** field.
2. Click on the **Next Block** button .

General Ledger Activity (FGIGLAC)

Use the **General Ledger Activity** form, **FGIGLAC**, to view detailed transaction activity for General Ledger accounts by account number in an online summary.

Access the **General Ledger Activity** form by entering **FGIGLAC** in the Direct Access **Go To**… field.



File Edit Options Block Item Record Query Tools Help

General Ledger Activity FGIGLAC 8.0.0.1 (UBN8)

Chart: N
Fund: 110006
Period:
Account:
Fiscal Year: 10
Index: 100000

Account	Transaction Date	Type	Document	Description	Amount	D/C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	2,222.22	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	1,311.20	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	7,284.46	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	400.00	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	104.72	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	3,611.11	C
111000	05-MAR-2010	DNNI	01450052	Sky,Blue	1,000,000.00	C
111000	05-MAR-2010	DNNI	01450052	Sky,Blue	10,000,000.00	C
111000	05-MAR-2010	DNNI	01450052	Sky,Blue	1,000,000.00	C
111000	05-MAR-2010	DNEI	01450047	Ocean, Jewel	1,190.00	C
111000	05-MAR-2010	DNEI	01450047	Ocean, Jewel	1,015.00	C
111000	05-MAR-2010	DNNI	01450038	Ocean, Jewel	1,000,000.00	C
111000	05-MAR-2010	DNEI	01450042	Discount Media Products	1,282.50	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	140.25	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	7.01	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	140.25	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	7.01	C

Total: 13,018,715.73 C

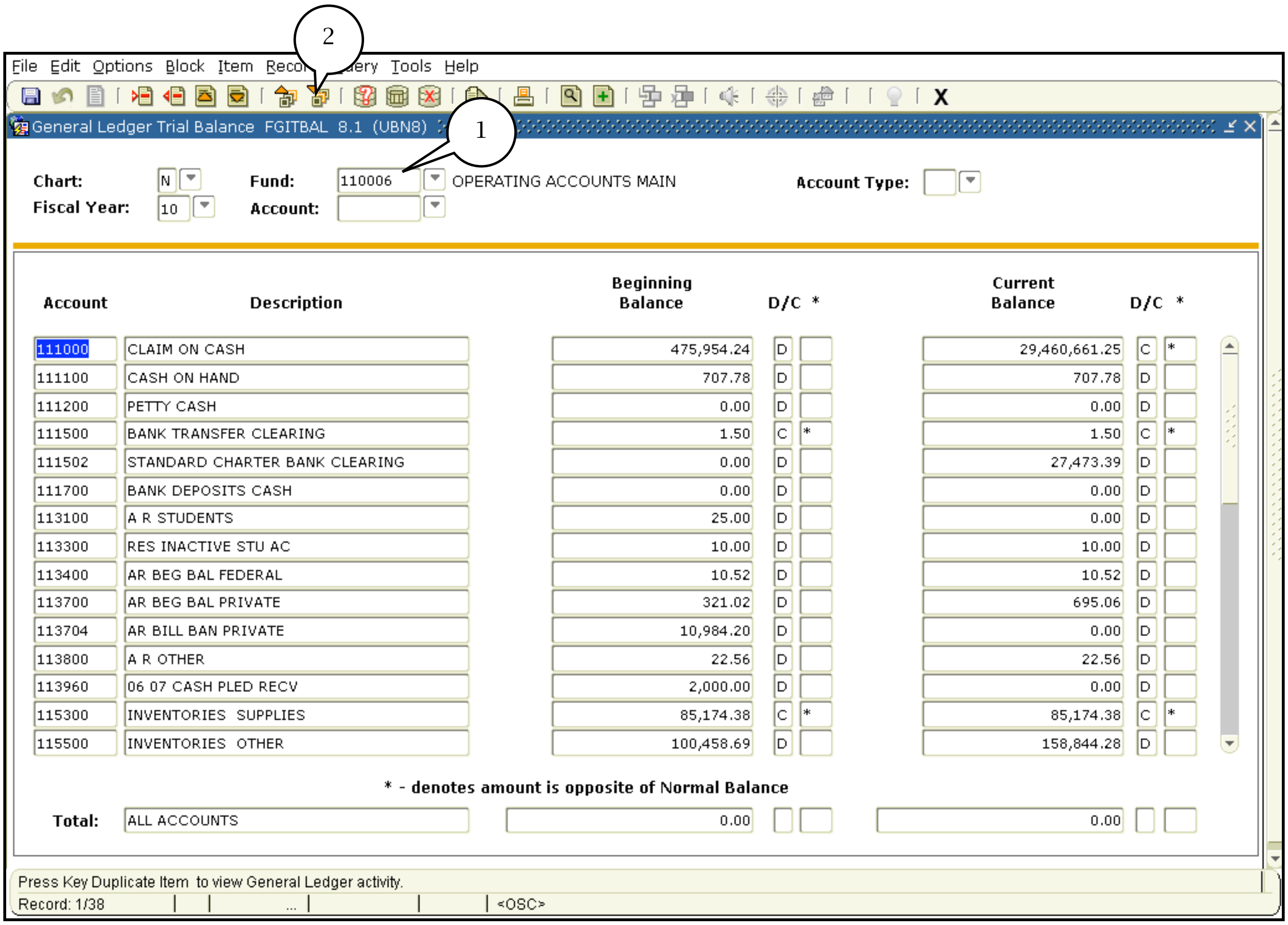
Press Duplicate Item for Transaction Source Form, Dup. Record for full total.
Record: 1/? <OSC>

1. Enter your department's **Index.**
2. Click on the **Next Block** button .

General Ledger Trial Balance (FGITBAL)

The **General Ledger Trial Balance** form, **FGITBAL**, provides an online display of a trial balance.

Access the **General Ledger Trial Balance** form by entering **FGITBAL** in the Direct Access **Go To**… field.



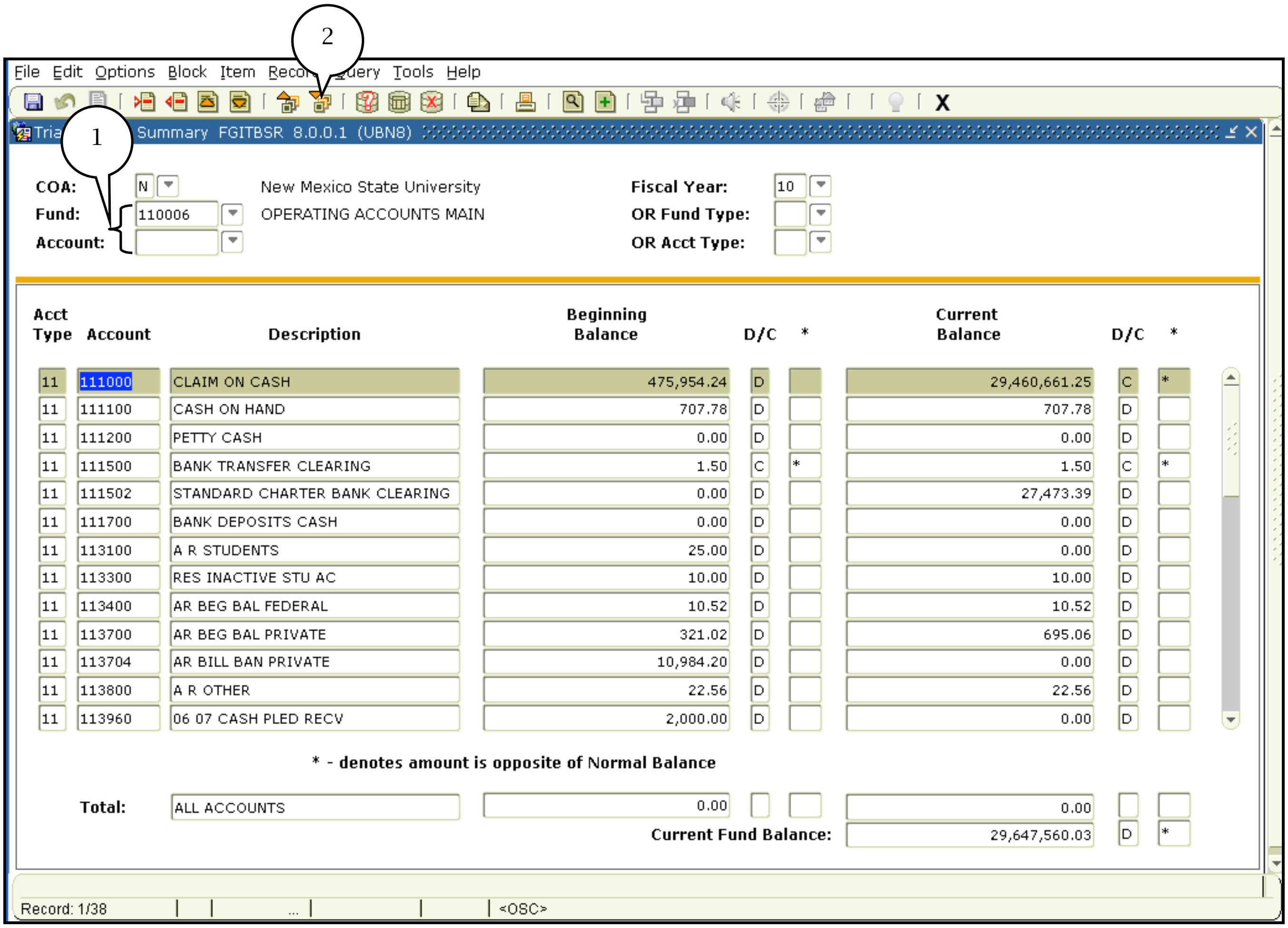
Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
111000	CLAIM ON CASH	475,954.24	D		29,460,661.25	C	*
111100	CASH ON HAND	707.78	D		707.78	D	
111200	PETTY CASH	0.00	D		0.00	D	
111500	BANK TRANSFER CLEARING	1.50	C	*	1.50	C	*
111502	STANDARD CHARTER BANK CLEARING	0.00	D		27,473.39	D	
111700	BANK DEPOSITS CASH	0.00	D		0.00	D	
113100	A R STUDENTS	25.00	D		0.00	D	
113300	RES INACTIVE STU AC	10.00	D		10.00	D	
113400	AR BEG BAL FEDERAL	10.52	D		10.52	D	
113700	AR BEG BAL PRIVATE	321.02	D		695.06	D	
113704	AR BILL BAN PRIVATE	10,984.20	D		0.00	D	
113800	A R OTHER	22.56	D		22.56	D	
113960	06 07 CASH PLED RECV	2,000.00	D		0.00	D	
115300	INVENTORIES SUPPLIES	85,174.38	C	*	85,174.38	C	*
115500	INVENTORIES OTHER	100,458.69	D		158,844.28	D	
Total:	ALL ACCOUNTS	0.00			0.00		

1. Enter a **Fund** number.
2. Click on the **Next Block** button .

Trial Balance Summary (FGITBSR)

Use the **Trial Balance Summary** form, **FGITBSR**, to query and display budget detail for specific funds and accounts.

Access the **Trial Balance Summary** form by entering **FGITBSR** in the Direct Access **Go To**… field.


File Edit Options Block Item Record Query Tools Help

Trial Balance Summary FGITBSR 8.0.0.1 (UBN8)

COA: N New Mexico State University
Fund: 110006 OPERATING ACCOUNTS MAIN
Account:
Fiscal Year: 10
OR Fund Type:
OR Acct Type:

Acct Type	Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
11	111000	CLAIM ON CASH	475,954.24	D		29,460,661.25	C	*
11	111100	CASH ON HAND	707.78	D		707.78	D	
11	111200	PETTY CASH	0.00	D		0.00	D	
11	111500	BANK TRANSFER CLEARING	1.50	C	*	1.50	C	*
11	111502	STANDARD CHARTER BANK CLEARING	0.00	D		27,473.39	D	
11	111700	BANK DEPOSITS CASH	0.00	D		0.00	D	
11	113100	A R STUDENTS	25.00	D		0.00	D	
11	113300	RES INACTIVE STU AC	10.00	D		10.00	D	
11	113400	AR BEG BAL FEDERAL	10.52	D		10.52	D	
11	113700	AR BEG BAL PRIVATE	321.02	D		695.06	D	
11	113704	AR BILL BAN PRIVATE	10,984.20	D		0.00	D	
11	113800	A R OTHER	22.56	D		22.56	D	
11	113960	06 07 CASH PLED RECV	2,000.00	D		0.00	D	

* - denotes amount is opposite of Normal Balance

Total: ALL ACCOUNTS 0.00 0.00

Current Fund Balance: 29,647,560.03 D *

Record: 1/38 ... <OSC>

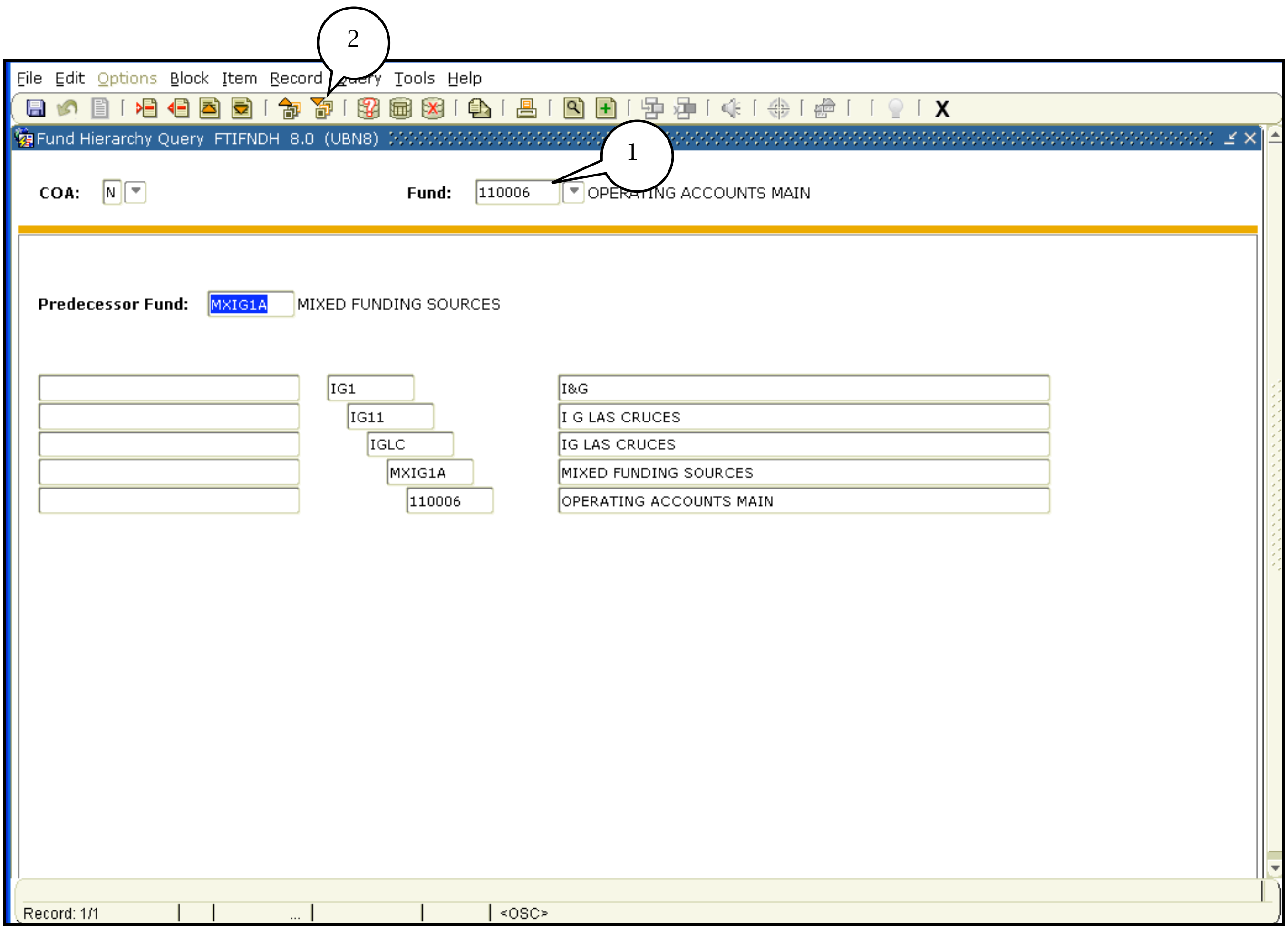
1. Enter a **Fund** number or a **Fund** number and **Account** code combination.
2. Click on the **Next Block** button.

Chart of Account Queries

Fund Hierarchy Query (FTIFNDH)

Use the **Fund Hierarchy Query** form, **FTIFNDH**, to obtain an online view of the hierarchical relationship between funds.

Access the **Fund Hierarchy Query** form by entering **FTIFNDH** in the Direct Access **Go To**… field.

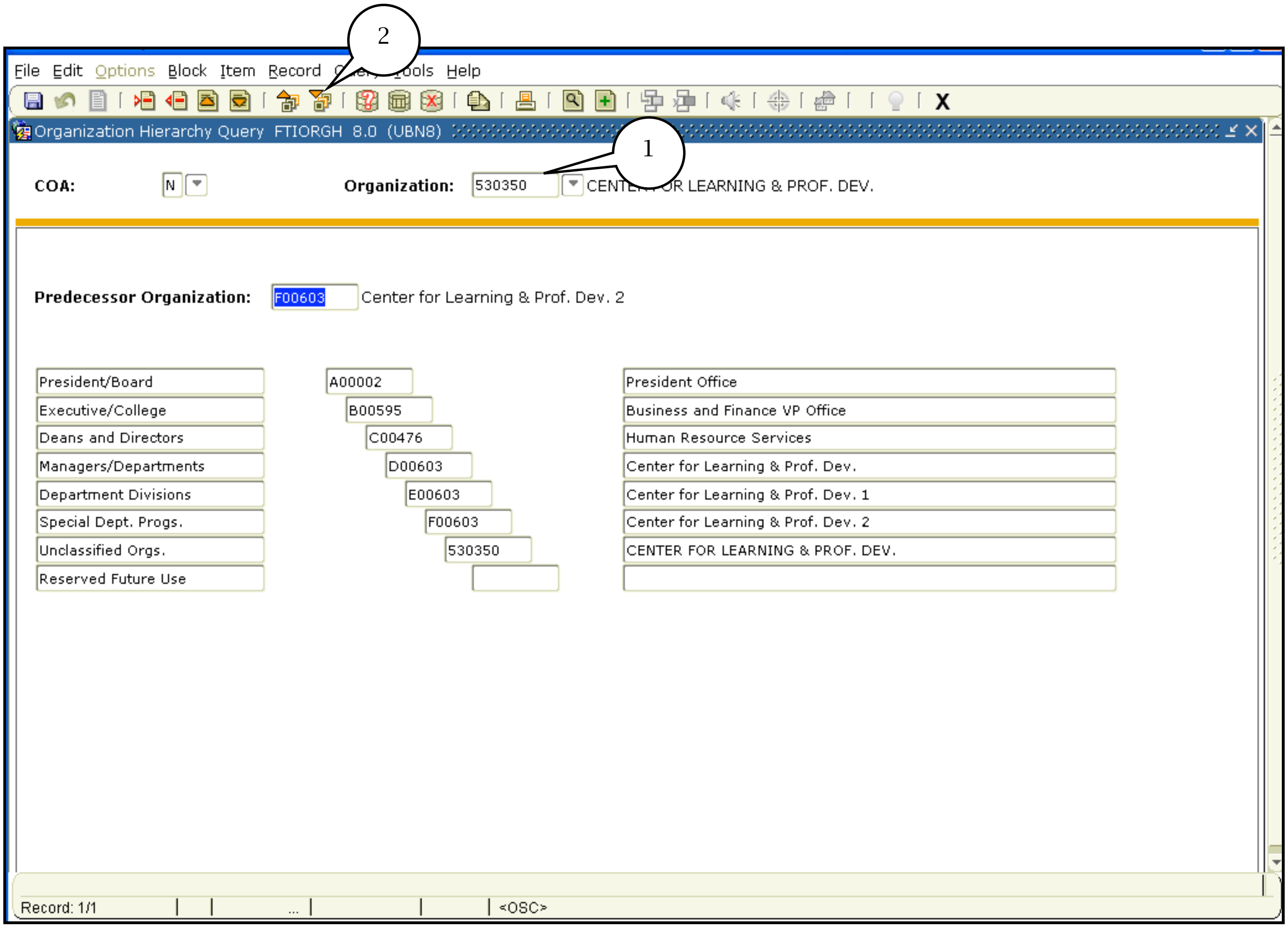


1. Enter the Fund code in the **Fund** field in the **Key Block** area
2. Click on the **Next Block** button .

Organization Hierarchy Query (FTIORGH)

Use the **Organization Hierarchy Query** form, **FTIORGH**, to obtain an online view of the hierarchical relationship between organizations. Enter either an Organization code or a Time Sheet Org code.

Access the **Organization Hierarchy Query** form by entering **FTIORGH** in the Direct Access **Go To…** field.

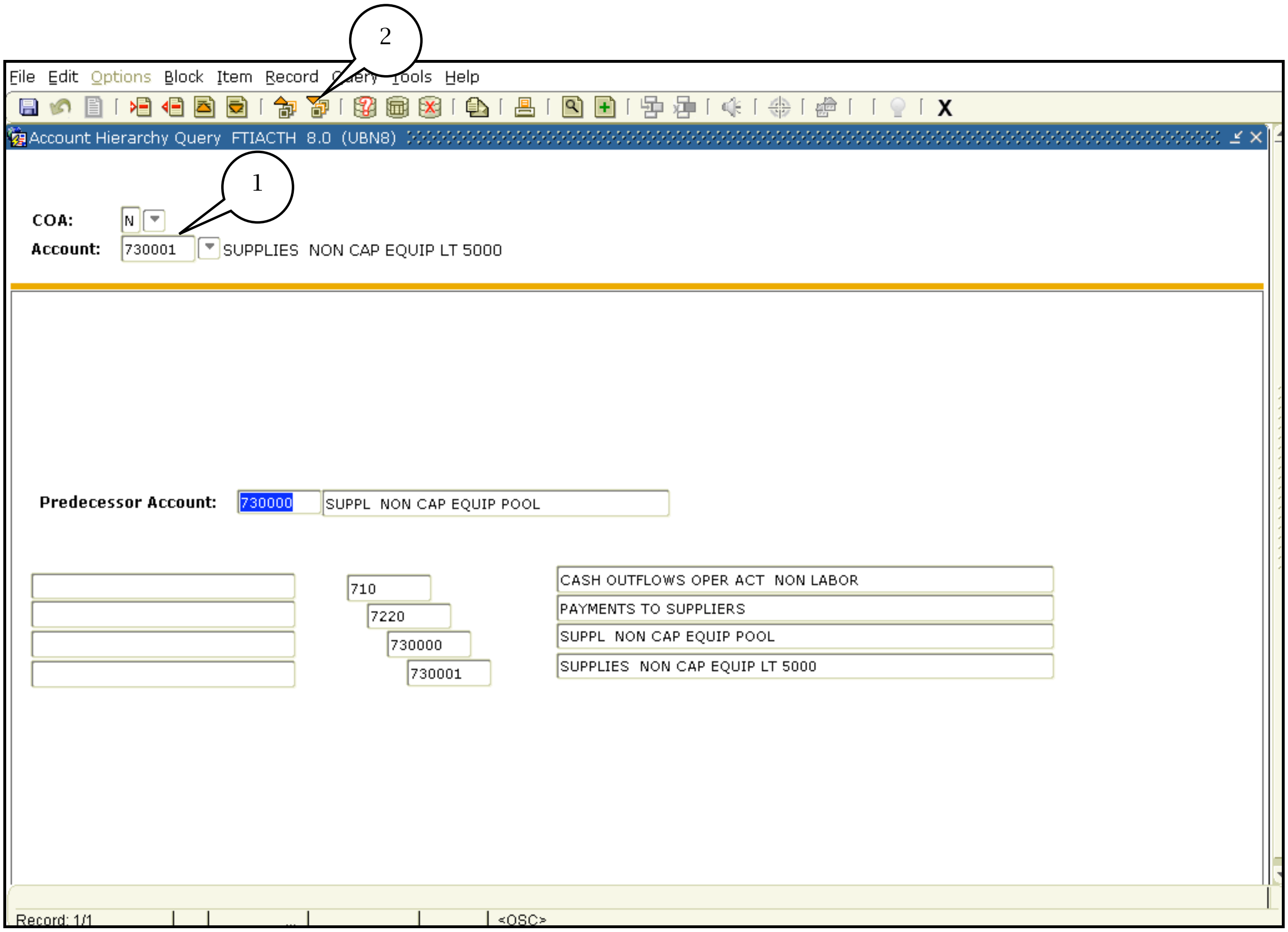


1. Enter the Organization code or the Time Sheet Org code in the **Organization** field in the **Key Block** area.
2. Click on the **Next Block** button .

Account Hierarchy Query (FTIACTH)

Use the **Account Hierarchy Query** form, **FTIACTH**, to obtain an online view of the hierarchical relationship between account codes.

Access the **Account Hierarchy Query** form by entering **FTIACTH** in the Direct Access **Go To…** field.

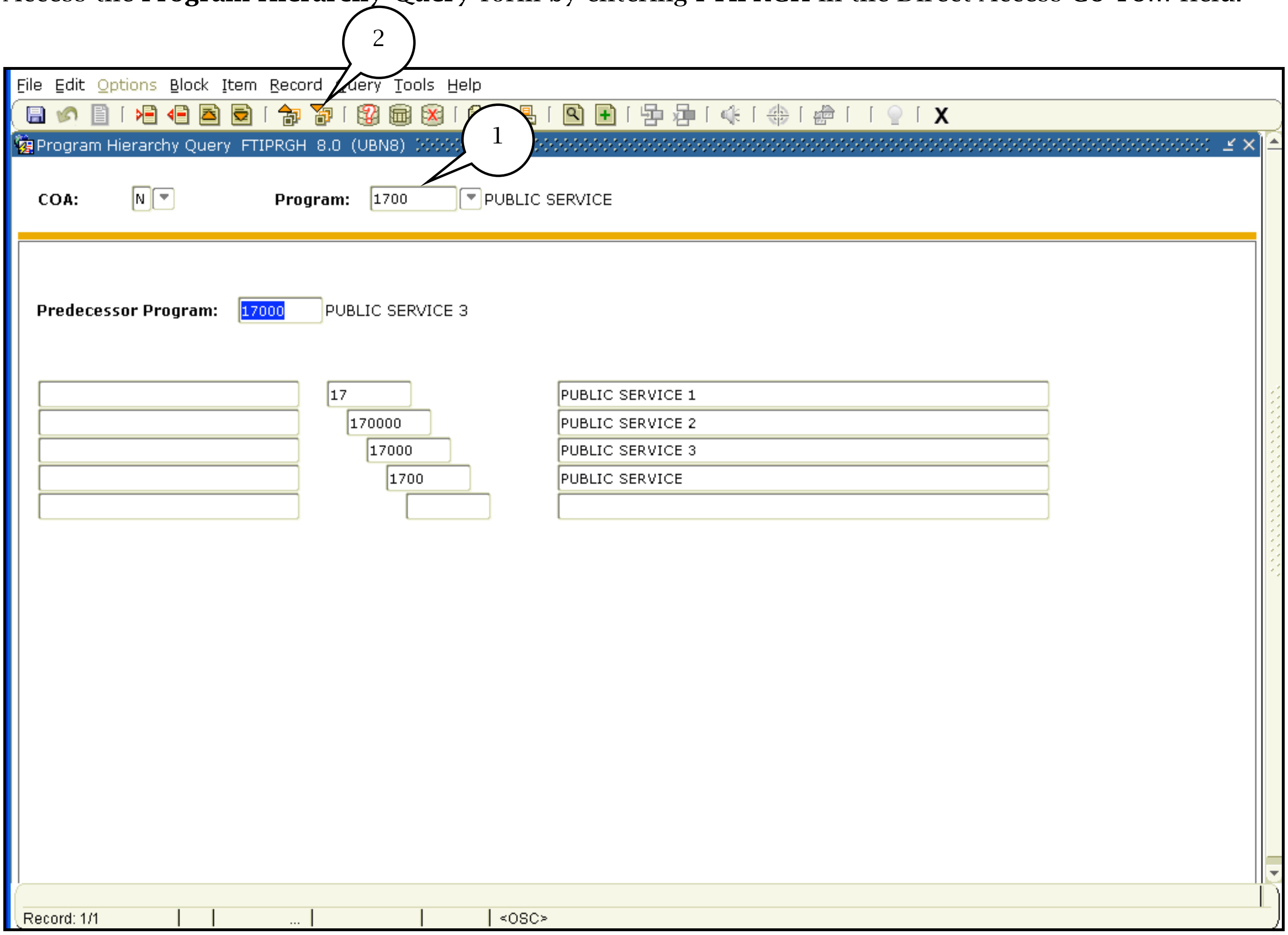


1. Enter the Account code in the **Account** field in the **Key Block** area.
2. Click on the **Next Block** button .

Program Hierarchy Query (FTIPRGH)

Use the **Program Hierarchy Query** form, **FTIPRGH**, to obtain an online view of the hierarchical relationship between programs.

Access the **Program Hierarchy Query** form by entering **FTIPRGH** in the Direct Access **Go To…** field.

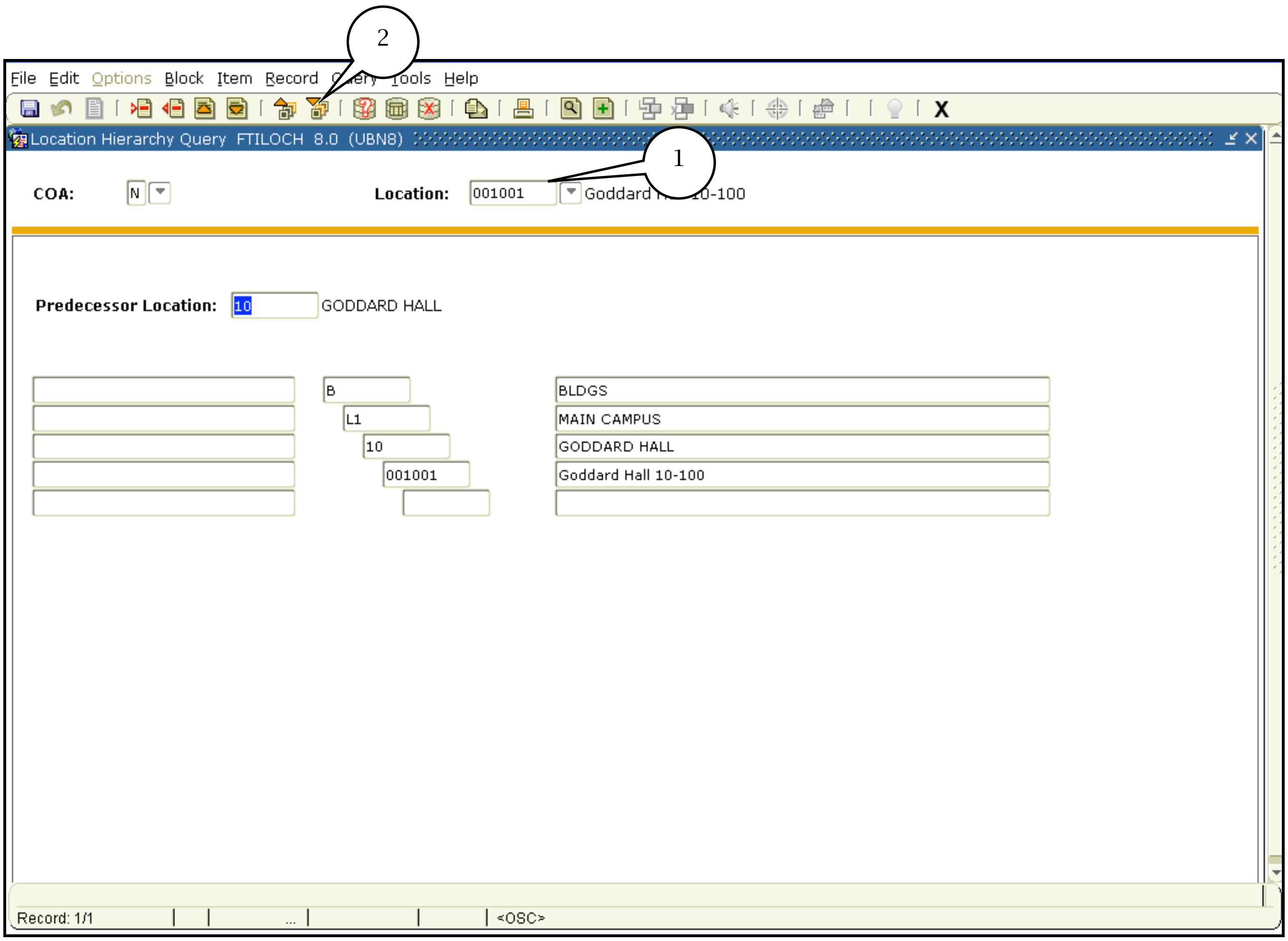


1. Enter the Program code in the **Program** field in the **Key Block** area.
2. Click on the **Next Block** button .

Location Hierarchy Query (FTILOCH)

Use the **Location Hierarchy Query** form, **FTILOCH**, to obtain an online view of the hierarchical relationship between locations.

Access the **Location Hierarchy Query** form by entering **FTILOCH** in the Direct Access **Go To…** field.



1. Enter the Location code in the **Location** field in the **Key Block** area.
2. Click on the **Next Block** button .

Fund Code Validation (FTVFUND)

Use the **Fund Code Validation** form, **FTVFUND**, to see a list of fund codes defined in Banner.

Access the **Fund Code Validation** form by entering **FTVFUND** in the Direct Access **Go To…** field.

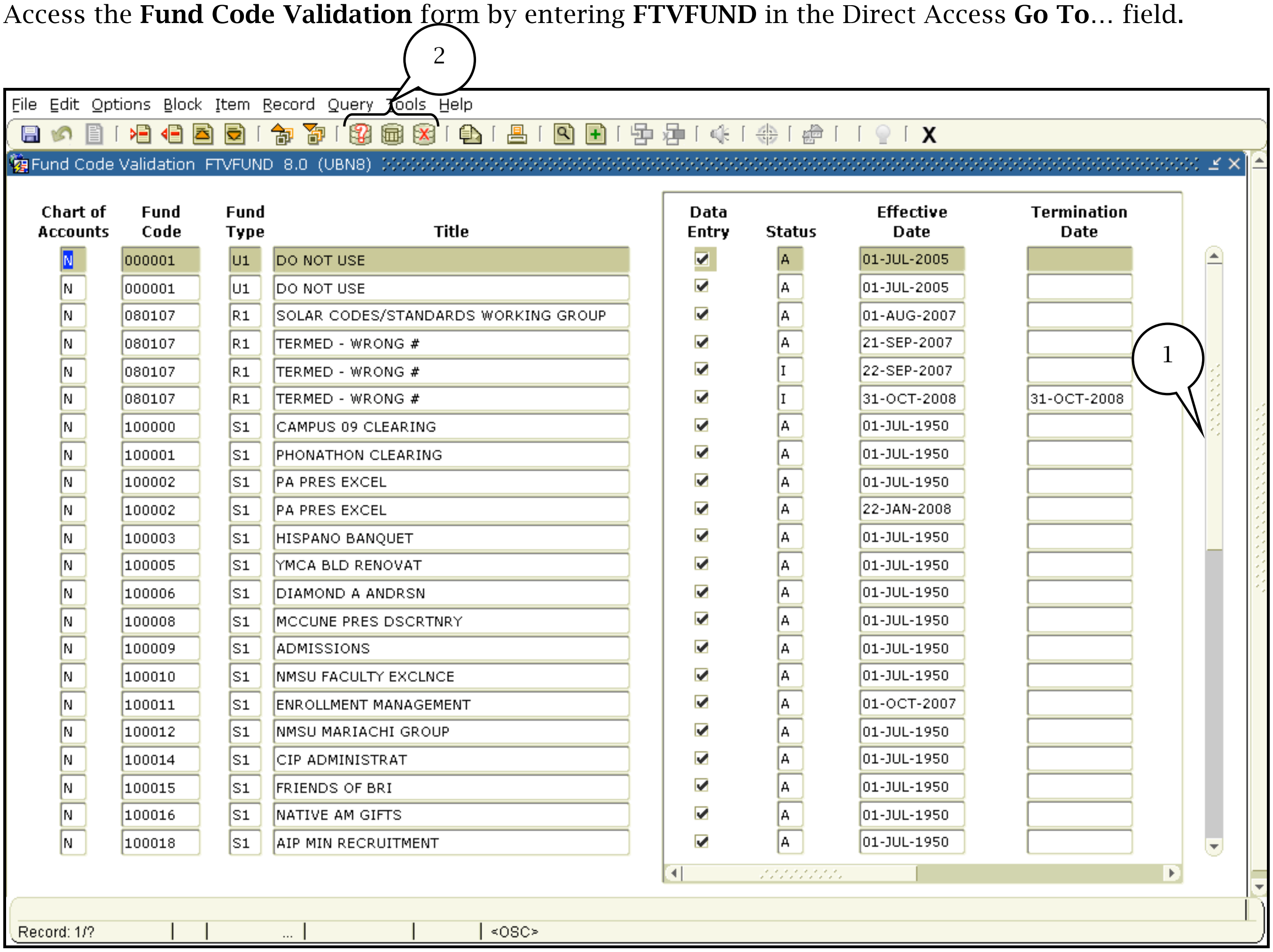


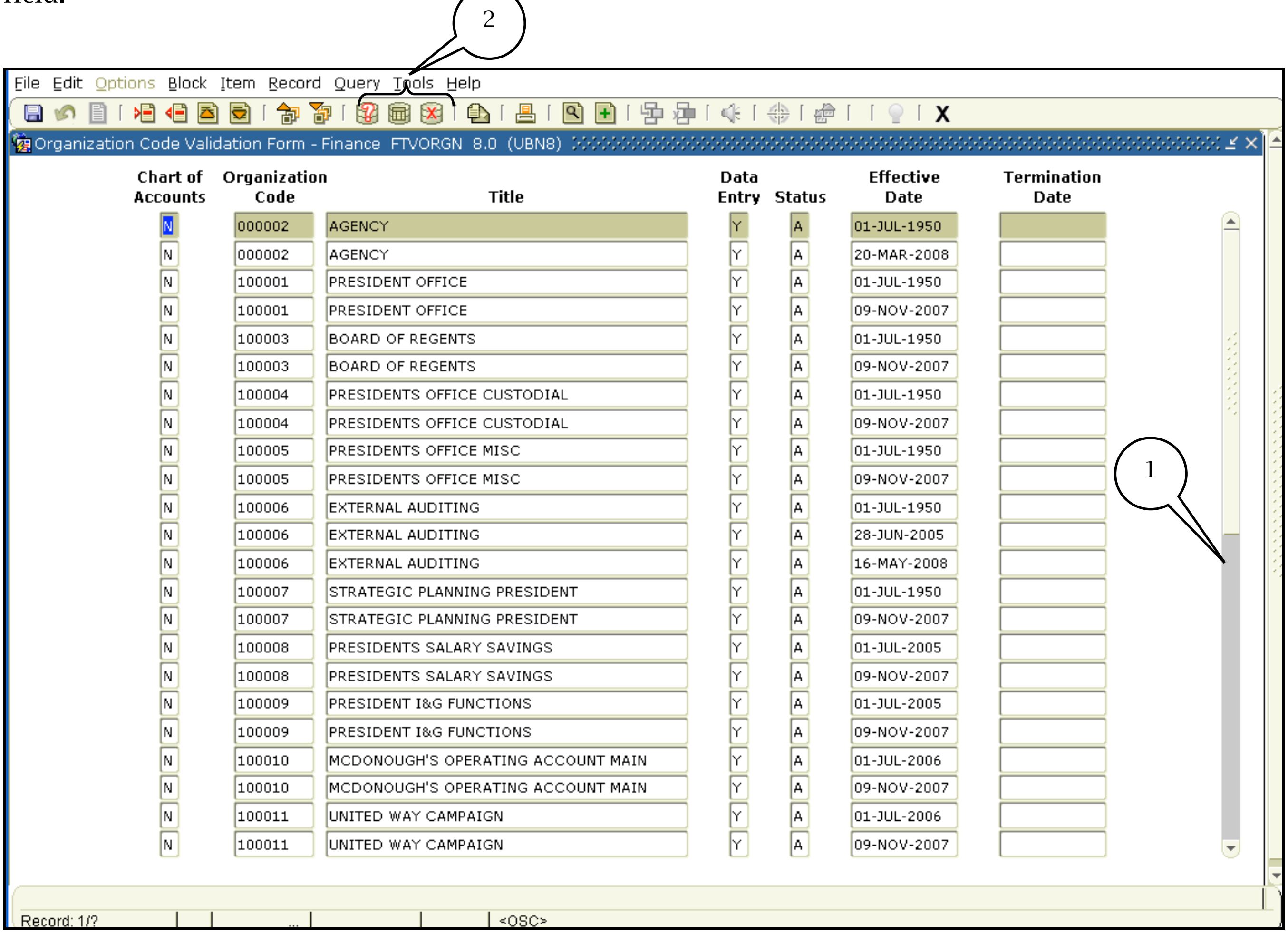
Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
N	000001	U1	DO NOT USE	✔	A	01-JUL-2005	
N	000001	U1	DO NOT USE	✔	A	01-JUL-2005	
N	080107	R1	SOLAR CODES/STANDARDS WORKING GROUP	✔	A	01-AUG-2007	
N	080107	R1	TERMED - WRONG #	✔	A	21-SEP-2007	
N	080107	R1	TERMED - WRONG #	✔	I	22-SEP-2007	
N	080107	R1	TERMED - WRONG #	✔	I	31-OCT-2008	31-OCT-2008
N	100000	S1	CAMPUS 09 CLEARING	✔	A	01-JUL-1950	
N	100001	S1	PHONATHON CLEARING	✔	A	01-JUL-1950	
N	100002	S1	PA PRES EXCEL	✔	A	01-JUL-1950	
N	100002	S1	PA PRES EXCEL	✔	A	22-JAN-2008	
N	100003	S1	HISPANO BANQUET	✔	A	01-JUL-1950	
N	100005	S1	YMCA BLD RENOVAT	✔	A	01-JUL-1950	
N	100006	S1	DIAMOND A ANDRSN	✔	A	01-JUL-1950	
N	100008	S1	MCCUNE PRES DSCRTNRY	✔	A	01-JUL-1950	
N	100009	S1	ADMISSIONS	✔	A	01-JUL-1950	
N	100010	S1	NMSU FACULTY EXCLNCE	✔	A	01-JUL-1950	
N	100011	S1	ENROLLMENT MANAGEMENT	✔	A	01-OCT-2007	
N	100012	S1	NMSU MARIACHI GROUP	✔	A	01-JUL-1950	
N	100014	S1	CIP ADMINISTRAT	✔	A	01-JUL-1950	
N	100015	S1	FRIENDS OF BRI	✔	A	01-JUL-1950	
N	100016	S1	NATIVE AM GIFTS	✔	A	01-JUL-1950	
N	100018	S1	AIP MIN RECRUITMENT	✔	A	01-JUL-1950	

1. Use the scroll bar to view the list of fund codes; or
2. Use the query buttons to search for a particular fund code.

Organization Code Validation (FTVORGN)

Use the **Organization Code Validation** form, **FTVORGN**, to see a list of organization codes defined in Banner.

Access the **Organization Code Validation** form by entering **FTVORGN** in the Direct Access **Go To…** field.



1. Use the scroll bar to view the list of organization codes; or
2. Use the query buttons to search for a particular organization code.

Account Code Validation (FTVACCT)

Use the **Account Code Validation** form, **FTVACCT**, to see a list of account codes defined in Banner.

Access the **Account Code Validation** form by entering **FTVACCT** in the Direct Access **Go To**… field.

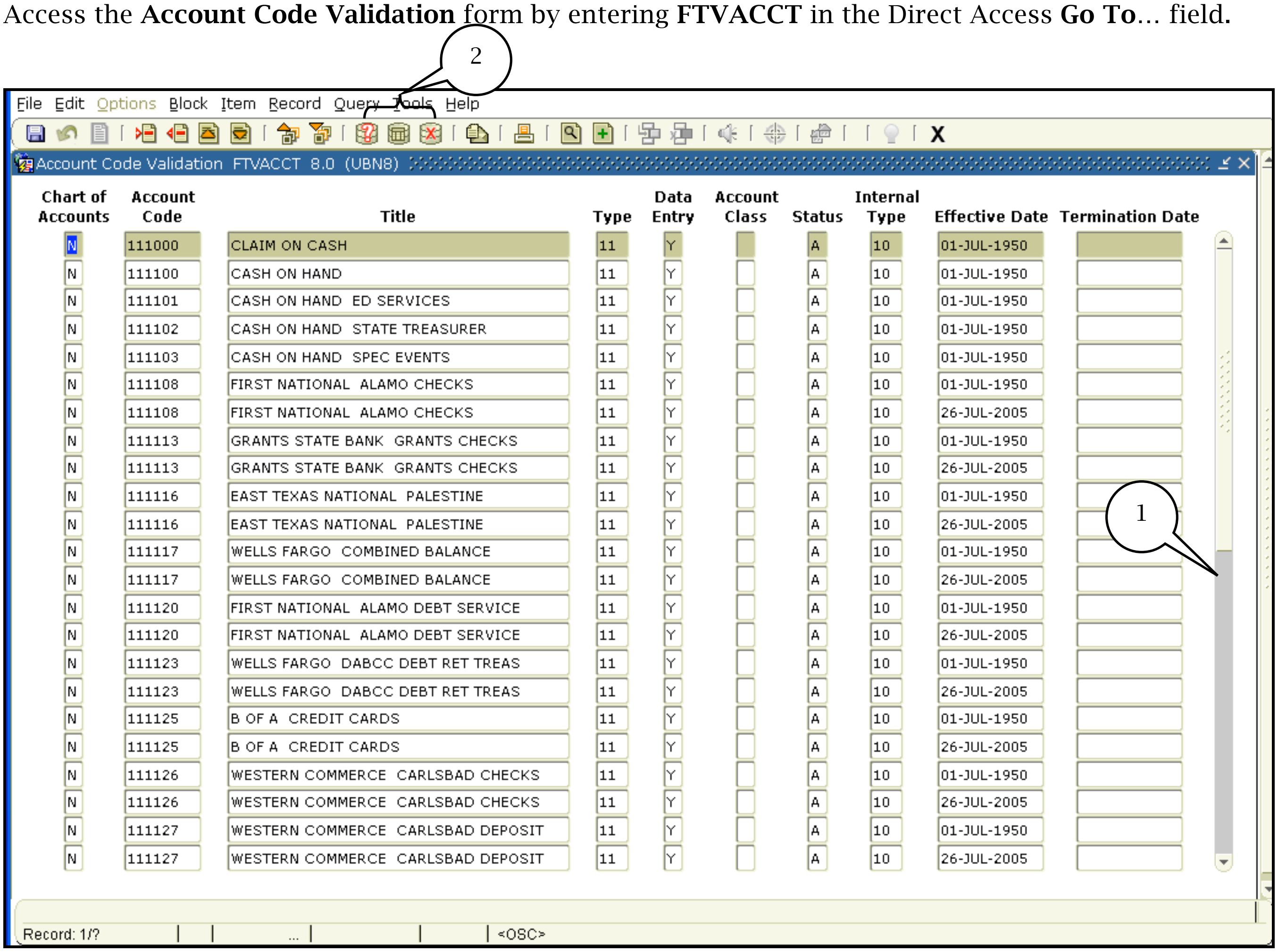


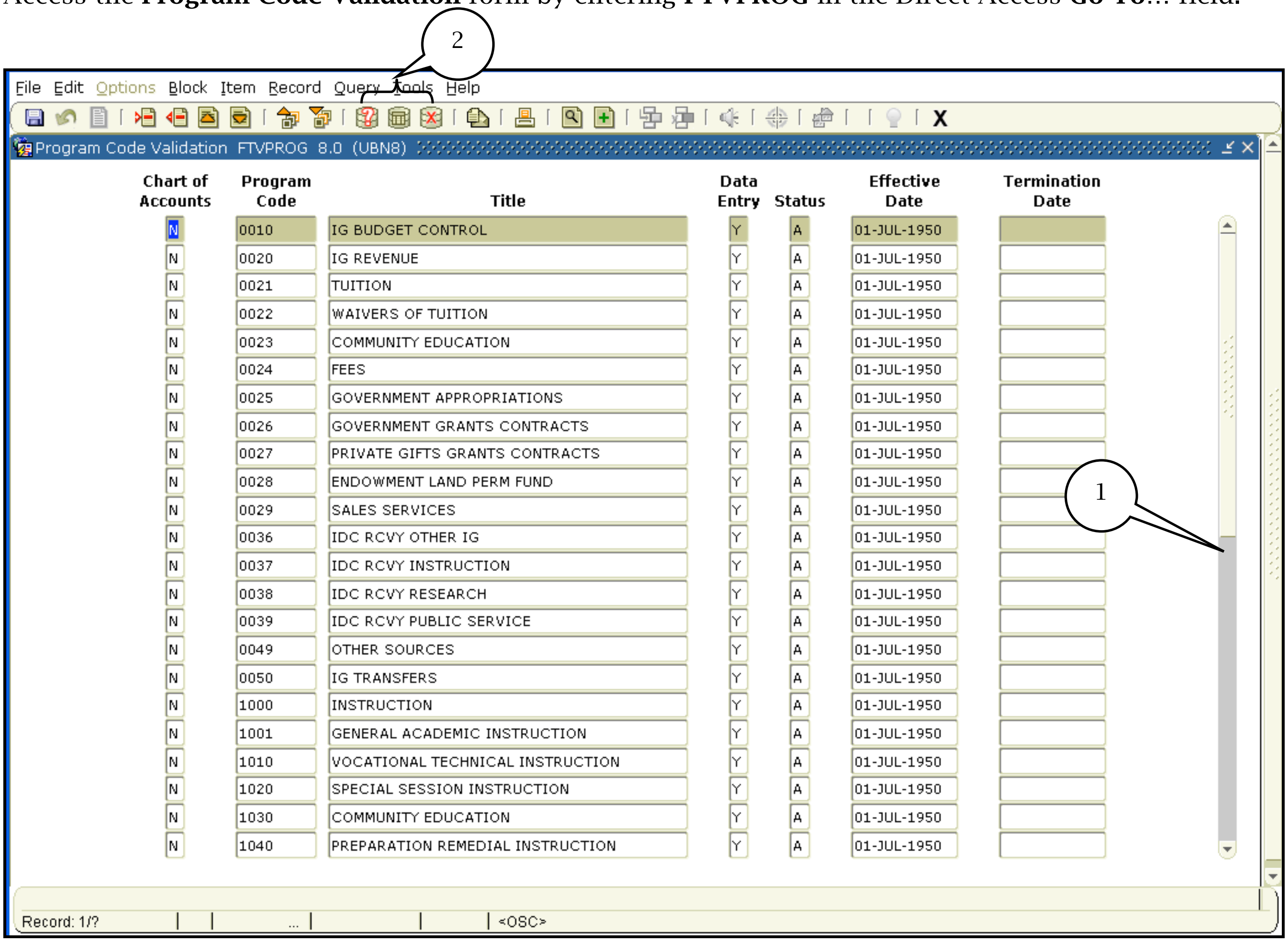
Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
N	111000	CLAIM ON CASH	11	Y		A	10	01-JUL-1950	
N	111100	CASH ON HAND	11	Y		A	10	01-JUL-1950	
N	111101	CASH ON HAND ED SERVICES	11	Y		A	10	01-JUL-1950	
N	111102	CASH ON HAND STATE TREASURER	11	Y		A	10	01-JUL-1950	
N	111103	CASH ON HAND SPEC EVENTS	11	Y		A	10	01-JUL-1950	
N	111108	FIRST NATIONAL ALAMO CHECKS	11	Y		A	10	01-JUL-1950	
N	111108	FIRST NATIONAL ALAMO CHECKS	11	Y		A	10	26-JUL-2005	
N	111113	GRANTS STATE BANK GRANTS CHECKS	11	Y		A	10	01-JUL-1950	
N	111113	GRANTS STATE BANK GRANTS CHECKS	11	Y		A	10	26-JUL-2005	
N	111116	EAST TEXAS NATIONAL PALESTINE	11	Y		A	10	01-JUL-1950	
N	111116	EAST TEXAS NATIONAL PALESTINE	11	Y		A	10	26-JUL-2005	
N	111117	WELLS FARGO COMBINED BALANCE	11	Y		A	10	01-JUL-1950	
N	111117	WELLS FARGO COMBINED BALANCE	11	Y		A	10	26-JUL-2005	
N	111120	FIRST NATIONAL ALAMO DEBT SERVICE	11	Y		A	10	01-JUL-1950	
N	111120	FIRST NATIONAL ALAMO DEBT SERVICE	11	Y		A	10	26-JUL-2005	
N	111123	WELLS FARGO DABCC DEBT RET TREAS	11	Y		A	10	01-JUL-1950	
N	111123	WELLS FARGO DABCC DEBT RET TREAS	11	Y		A	10	26-JUL-2005	
N	111125	B OF A CREDIT CARDS	11	Y		A	10	01-JUL-1950	
N	111125	B OF A CREDIT CARDS	11	Y		A	10	26-JUL-2005	
N	111126	WESTERN COMMERCE CARLSBAD CHECKS	11	Y		A	10	01-JUL-1950	
N	111126	WESTERN COMMERCE CARLSBAD CHECKS	11	Y		A	10	26-JUL-2005	
N	111127	WESTERN COMMERCE CARLSBAD DEPOSIT	11	Y		A	10	01-JUL-1950	
N	111127	WESTERN COMMERCE CARLSBAD DEPOSIT	11	Y		A	10	26-JUL-2005	

1. Use the scroll bar to view the list of account codes; or
2. Use the query buttons to search for a particular account code.

Program Code Validation (FTVPROG)

Use the **Program Code Validation** form, **FTVPROG**, to see a list of program codes defined in Banner.

Access the **Program Code Validation** form by entering **FTVPROG** in the Direct Access **Go To**… field.



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Program Code Validation FTVPROG 8.0 (UBN8)

Chart of Accounts	Program Code	Title	Data Entry	Status	Effective Date	Termination Date
N	0010	IG BUDGET CONTROL	Y	A	01-JUL-1950	
N	0020	IG REVENUE	Y	A	01-JUL-1950	
N	0021	TUITION	Y	A	01-JUL-1950	
N	0022	WAIVERS OF TUITION	Y	A	01-JUL-1950	
N	0023	COMMUNITY EDUCATION	Y	A	01-JUL-1950	
N	0024	FEES	Y	A	01-JUL-1950	
N	0025	GOVERNMENT APPROPRIATIONS	Y	A	01-JUL-1950	
N	0026	GOVERNMENT GRANTS CONTRACTS	Y	A	01-JUL-1950	
N	0027	PRIVATE GIFTS GRANTS CONTRACTS	Y	A	01-JUL-1950	
N	0028	ENDOWMENT LAND PERM FUND	Y	A	01-JUL-1950	
N	0029	SALES SERVICES	Y	A	01-JUL-1950	
N	0036	IDC RCVY OTHER IG	Y	A	01-JUL-1950	
N	0037	IDC RCVY INSTRUCTION	Y	A	01-JUL-1950	
N	0038	IDC RCVY RESEARCH	Y	A	01-JUL-1950	
N	0039	IDC RCVY PUBLIC SERVICE	Y	A	01-JUL-1950	
N	0049	OTHER SOURCES	Y	A	01-JUL-1950	
N	0050	IG TRANSFERS	Y	A	01-JUL-1950	
N	1000	INSTRUCTION	Y	A	01-JUL-1950	
N	1001	GENERAL ACADEMIC INSTRUCTION	Y	A	01-JUL-1950	
N	1010	VOCATIONAL TECHNICAL INSTRUCTION	Y	A	01-JUL-1950	
N	1020	SPECIAL SESSION INSTRUCTION	Y	A	01-JUL-1950	
N	1030	COMMUNITY EDUCATION	Y	A	01-JUL-1950	
N	1040	PREPARATION REMEDIAL INSTRUCTION	Y	A	01-JUL-1950	

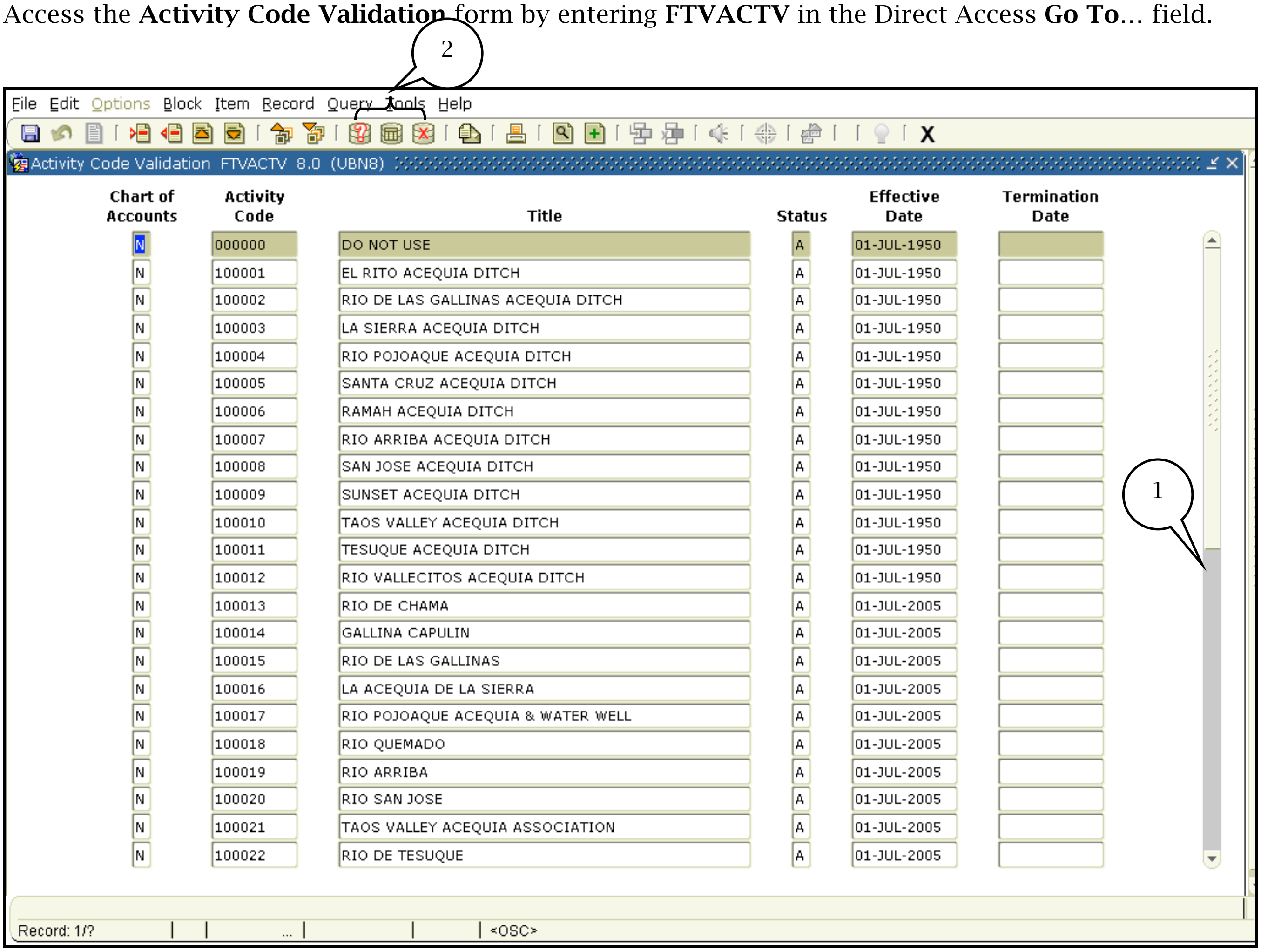
Record: 1/? ... <OSC>

1. Use the scroll bar to view the list of program codes; or
2. Use the query buttons to search for a particular program code.

Activity Code Validation (FTVACTV)

Use the **Activity Code Validation** form, **FTVACTV**, to see a list of activity codes defined in Banner.

Access the **Activity Code Validation** form by entering **FTVACTV** in the Direct Access **Go To**… field.



File Edit Options Block Item Record Query Tools Help

Activity Code Validation FTVACTV 8.0 (UBN8)

Chart of Accounts	Activity Code	Title	Status	Effective Date	Termination Date
N	000000	DO NOT USE	A	01-JUL-1950	
N	100001	EL RITO ACEQUIA DITCH	A	01-JUL-1950	
N	100002	RIO DE LAS GALLINAS ACEQUIA DITCH	A	01-JUL-1950	
N	100003	LA SIERRA ACEQUIA DITCH	A	01-JUL-1950	
N	100004	RIO POJOAQUE ACEQUIA DITCH	A	01-JUL-1950	
N	100005	SANTA CRUZ ACEQUIA DITCH	A	01-JUL-1950	
N	100006	RAMAH ACEQUIA DITCH	A	01-JUL-1950	
N	100007	RIO ARRIBA ACEQUIA DITCH	A	01-JUL-1950	
N	100008	SAN JOSE ACEQUIA DITCH	A	01-JUL-1950	
N	100009	SUNSET ACEQUIA DITCH	A	01-JUL-1950	
N	100010	TAOS VALLEY ACEQUIA DITCH	A	01-JUL-1950	
N	100011	TESUQUE ACEQUIA DITCH	A	01-JUL-1950	
N	100012	RIO VALLECITOS ACEQUIA DITCH	A	01-JUL-1950	
N	100013	RIO DE CHAMA	A	01-JUL-2005	
N	100014	GALLINA CAPULIN	A	01-JUL-2005	
N	100015	RIO DE LAS GALLINAS	A	01-JUL-2005	
N	100016	LA ACEQUIA DE LA SIERRA	A	01-JUL-2005	
N	100017	RIO POJOAQUE ACEQUIA & WATER WELL	A	01-JUL-2005	
N	100018	RIO QUEMADO	A	01-JUL-2005	
N	100019	RIO ARRIBA	A	01-JUL-2005	
N	100020	RIO SAN JOSE	A	01-JUL-2005	
N	100021	TAOS VALLEY ACEQUIA ASSOCIATION	A	01-JUL-2005	
N	100022	RIO DE TESUQUE	A	01-JUL-2005	

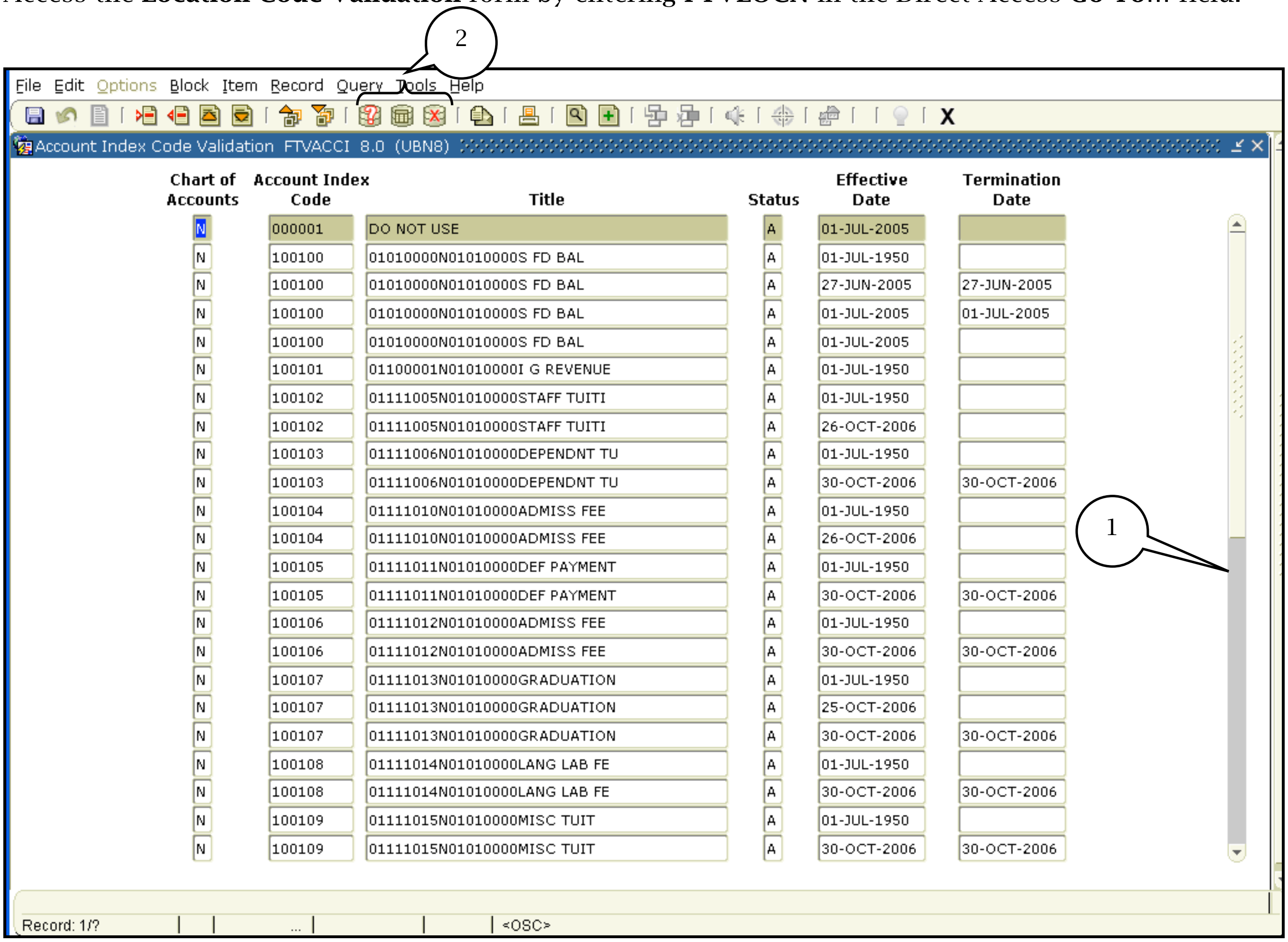
Record: 1/? <OSC>

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.

Location Code Validation (FTVLOCN)

Use the **Location Code Validation** form, **FTVLOCN**, to see a list of location codes defined in Banner.

Access the **Location Code Validation** form by entering **FTVLOCN** in the Direct Access **Go To**… field.



File Edit Options Block Item Record Query Tools Help

Account Index Code Validation FTVACCI 8.0 (UBN8)

Chart of Accounts	Account Index Code	Title	Status	Effective Date	Termination Date
N	000001	DO NOT USE	A	01-JUL-2005	
N	100100	01010000N01010000S FD BAL	A	01-JUL-1950	
N	100100	01010000N01010000S FD BAL	A	27-JUN-2005	27-JUN-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	01-JUL-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	
N	100101	01100001N01010000I G REVENUE	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	26-OCT-2006	
N	100103	01111006N01010000DEPENDNT TU	A	01-JUL-1950	
N	100103	01111006N01010000DEPENDNT TU	A	30-OCT-2006	30-OCT-2006
N	100104	01111010N01010000ADMISS FEE	A	01-JUL-1950	
N	100104	01111010N01010000ADMISS FEE	A	26-OCT-2006	
N	100105	01111011N01010000DEF PAYMENT	A	01-JUL-1950	
N	100105	01111011N01010000DEF PAYMENT	A	30-OCT-2006	30-OCT-2006
N	100106	01111012N01010000ADMISS FEE	A	01-JUL-1950	
N	100106	01111012N01010000ADMISS FEE	A	30-OCT-2006	30-OCT-2006
N	100107	01111013N01010000GRADUATION	A	01-JUL-1950	
N	100107	01111013N01010000GRADUATION	A	25-OCT-2006	
N	100107	01111013N01010000GRADUATION	A	30-OCT-2006	30-OCT-2006
N	100108	01111014N01010000LANG LAB FE	A	01-JUL-1950	
N	100108	01111014N01010000LANG LAB FE	A	30-OCT-2006	30-OCT-2006
N	100109	01111015N01010000MISC TUIT	A	01-JUL-1950	
N	100109	01111015N01010000MISC TUIT	A	30-OCT-2006	30-OCT-2006

Record: 1/? | <OSC>

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.

Account Index Code Validation (FTVACCI)

Use the **Account Index Code Validation** form, **FTVACCI**, to see a list of indexes defined in Banner.

Access the **Account Index Code Validation** form by entering **FTVACCI** in the Direct Access **Go To…** field.

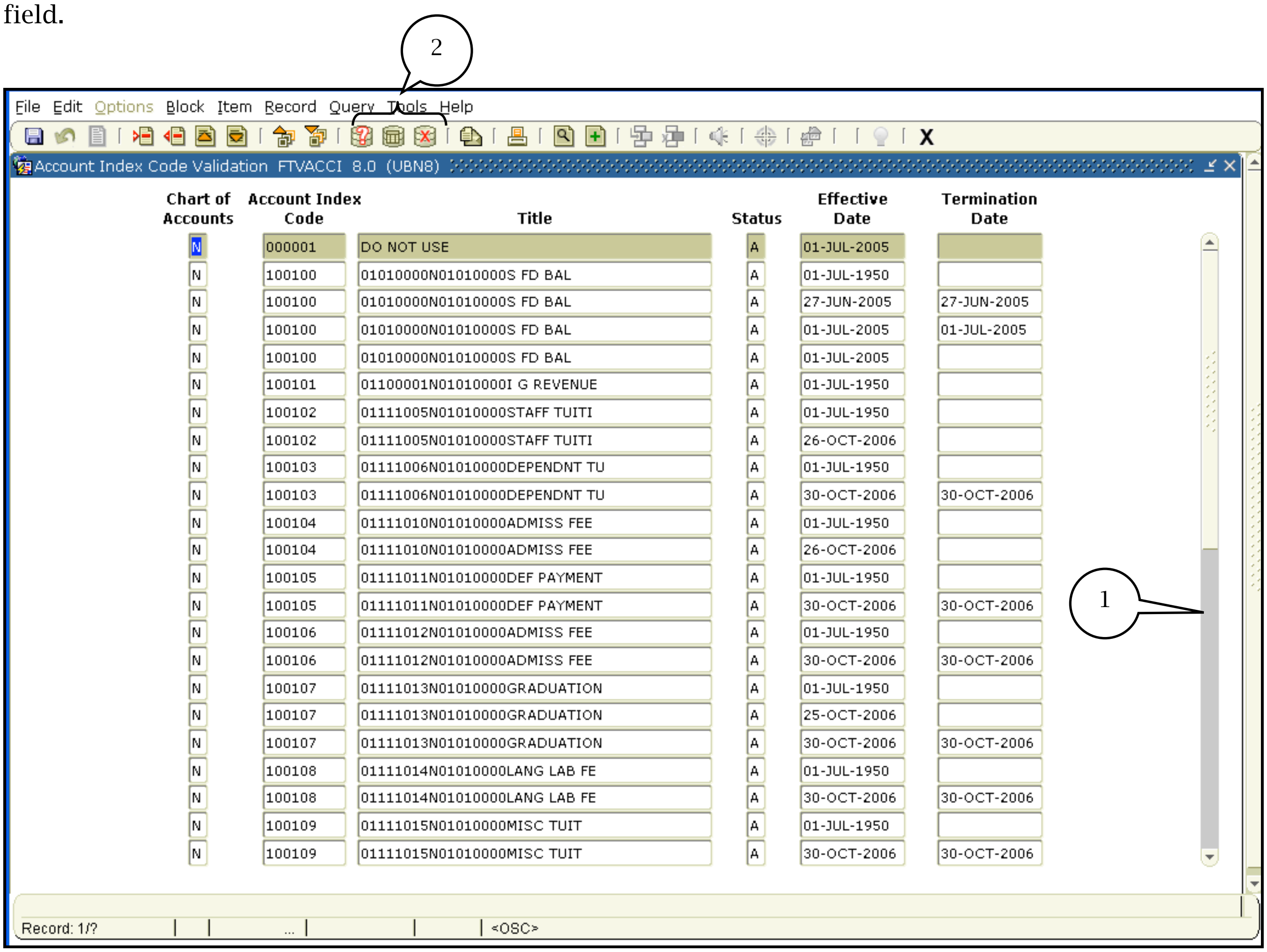


Chart of Accounts	Account Index Code	Title	Status	Effective Date	Termination Date
N	000001	DO NOT USE	A	01-JUL-2005	
N	100100	01010000N01010000S FD BAL	A	01-JUL-1950	
N	100100	01010000N01010000S FD BAL	A	27-JUN-2005	27-JUN-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	01-JUL-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	
N	100101	01100001N01010000I G REVENUE	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	26-OCT-2006	
N	100103	01111006N01010000DEPENDNT TU	A	01-JUL-1950	
N	100103	01111006N01010000DEPENDNT TU	A	30-OCT-2006	30-OCT-2006
N	100104	01111010N01010000ADMISS FEE	A	01-JUL-1950	
N	100104	01111010N01010000ADMISS FEE	A	26-OCT-2006	
N	100105	01111011N01010000DEF PAYMENT	A	01-JUL-1950	
N	100105	01111011N01010000DEF PAYMENT	A	30-OCT-2006	30-OCT-2006
N	100106	01111012N01010000ADMISS FEE	A	01-JUL-1950	
N	100106	01111012N01010000ADMISS FEE	A	30-OCT-2006	30-OCT-2006
N	100107	01111013N01010000GRADUATION	A	01-JUL-1950	
N	100107	01111013N01010000GRADUATION	A	25-OCT-2006	
N	100107	01111013N01010000GRADUATION	A	30-OCT-2006	30-OCT-2006
N	100108	01111014N01010000LANG LAB FE	A	01-JUL-1950	
N	100108	01111014N01010000LANG LAB FE	A	30-OCT-2006	30-OCT-2006
N	100109	01111015N01010000MISC TUIT	A	01-JUL-1950	
N	100109	01111015N01010000MISC TUIT	A	30-OCT-2006	30-OCT-2006

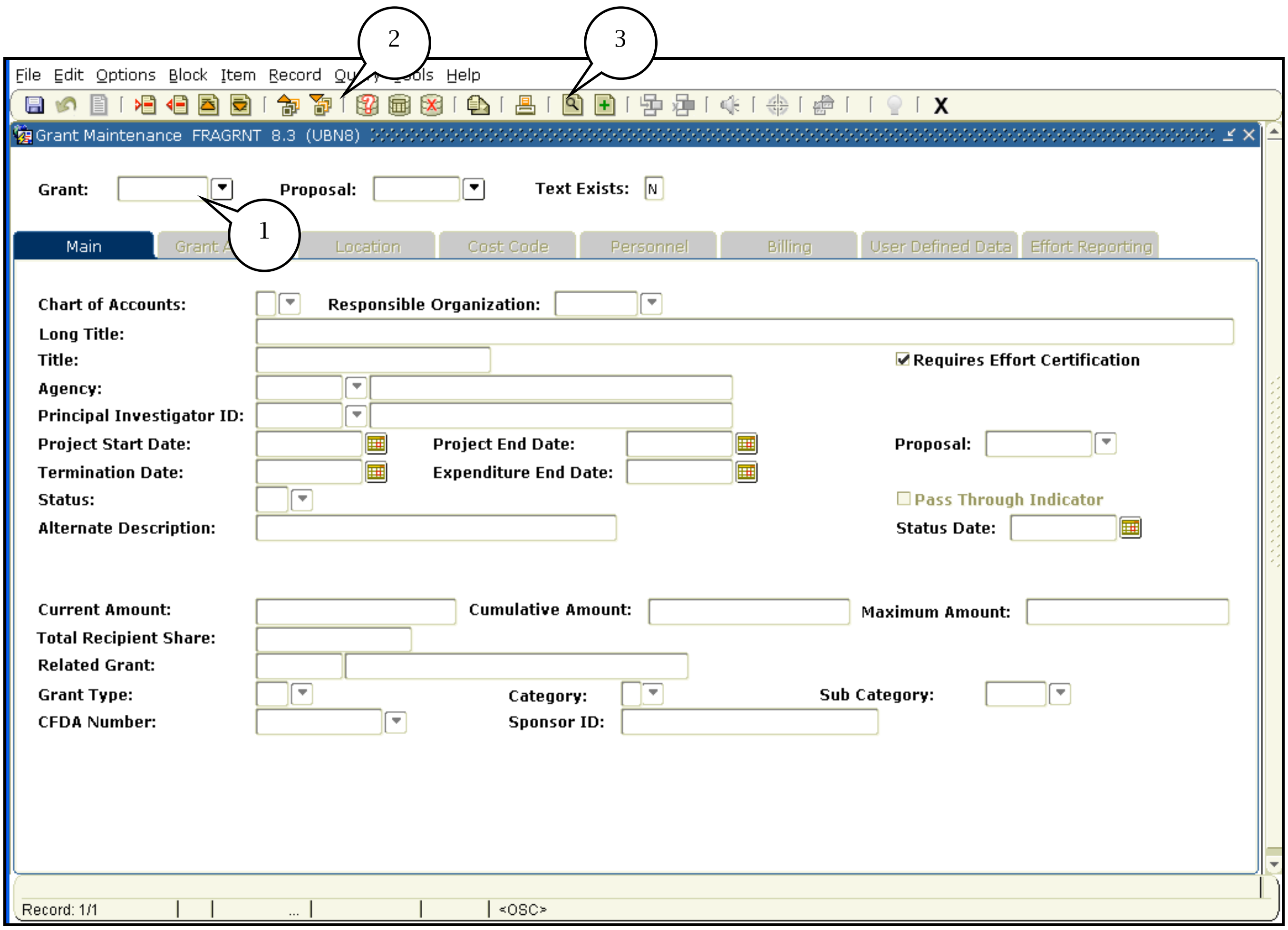
1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.

Grant Queries

Grant Maintenance (FRAGRNT)

Use the **Grant Maintenance** form, **FRAGRNT**, to display information about a grant.

Access the **Grant Maintenance** form by entering **FRAGRNT** in the Direct Access **Go To…** field.



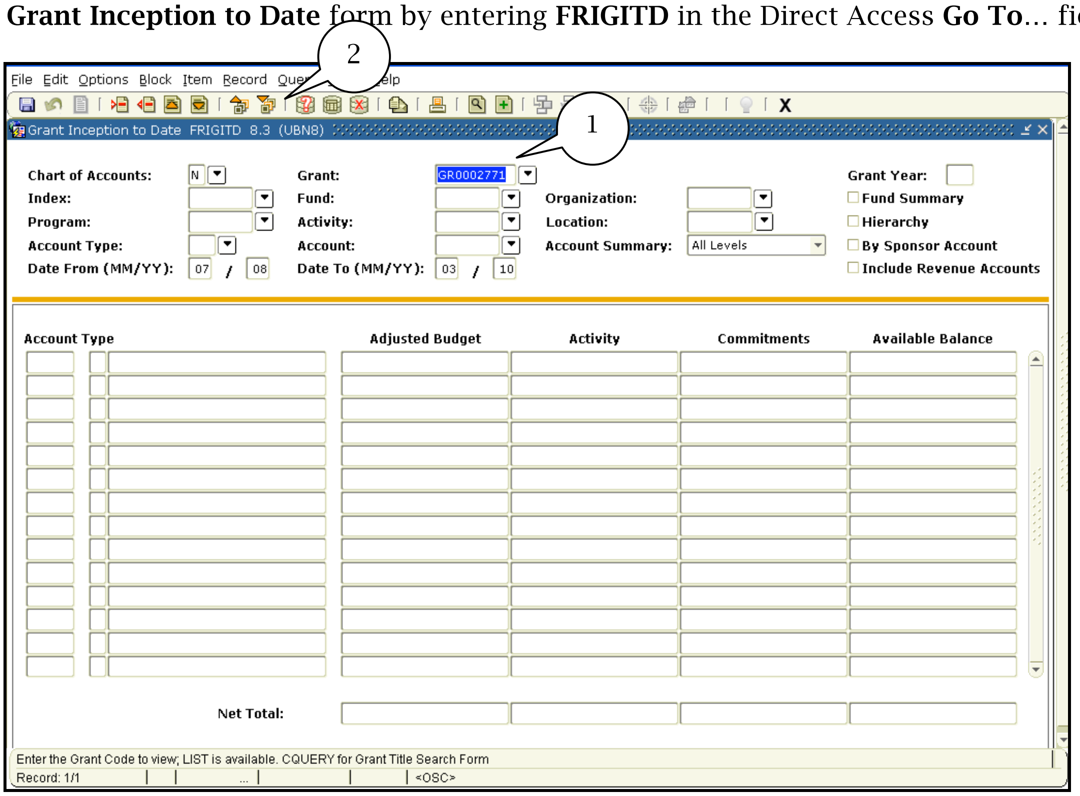
1. Enter a **Grant** code.
2. Click on the **Next Block** button .
3. To access the Banner Document Management Suite (BDMS) Display Document .

Note:
- From the **Option** menu you can view **Text Information [FOATEXT]** related to the Grant.
- The Proposal field in the key block captures the Office of Grants and Contracts reference number.
- Once the tabs become active you can use to access additional information. The Personnel tab will list the assigned Fiscal Monitor under indicator 002, use scroll bar to view.

Grant Inception to Date (FRIGITD)

The **Grant Inception to Date** form, **FRIGITD**, enables you to view account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts for a specific grant.

Access the **Grant Inception to Date** form by entering **FRIGITD** in the Direct Access **Go To…** field.



1. Enter a **Grant** code.
2. Click on the **Next Block** button .

Note: Additional information related to using the **FRIGITD** form.

- The **Date From** (MM/YY) and **Date To** (MM/YY) can be used to capture information for a specific time period.
- The form will pull up information by Index only if the query is performed by Index. The grant number should be used if a grant has more than one index/fund to view complete information.
- Checking the **Fund Summary** box pulls up information by fund or funds where more than one has been assigned to a grant.
- Checking the **By Sponsor Account** box pulls up information by the Agency approved budget categories.
- Checking both the **By Sponsor Account** and **Fund Summary** boxes pulls the information by the Agency approved budget categories for each fund.

*Use the **Extract Data No Key** option from the **Help** menu to download this information to a spreadsheet.*

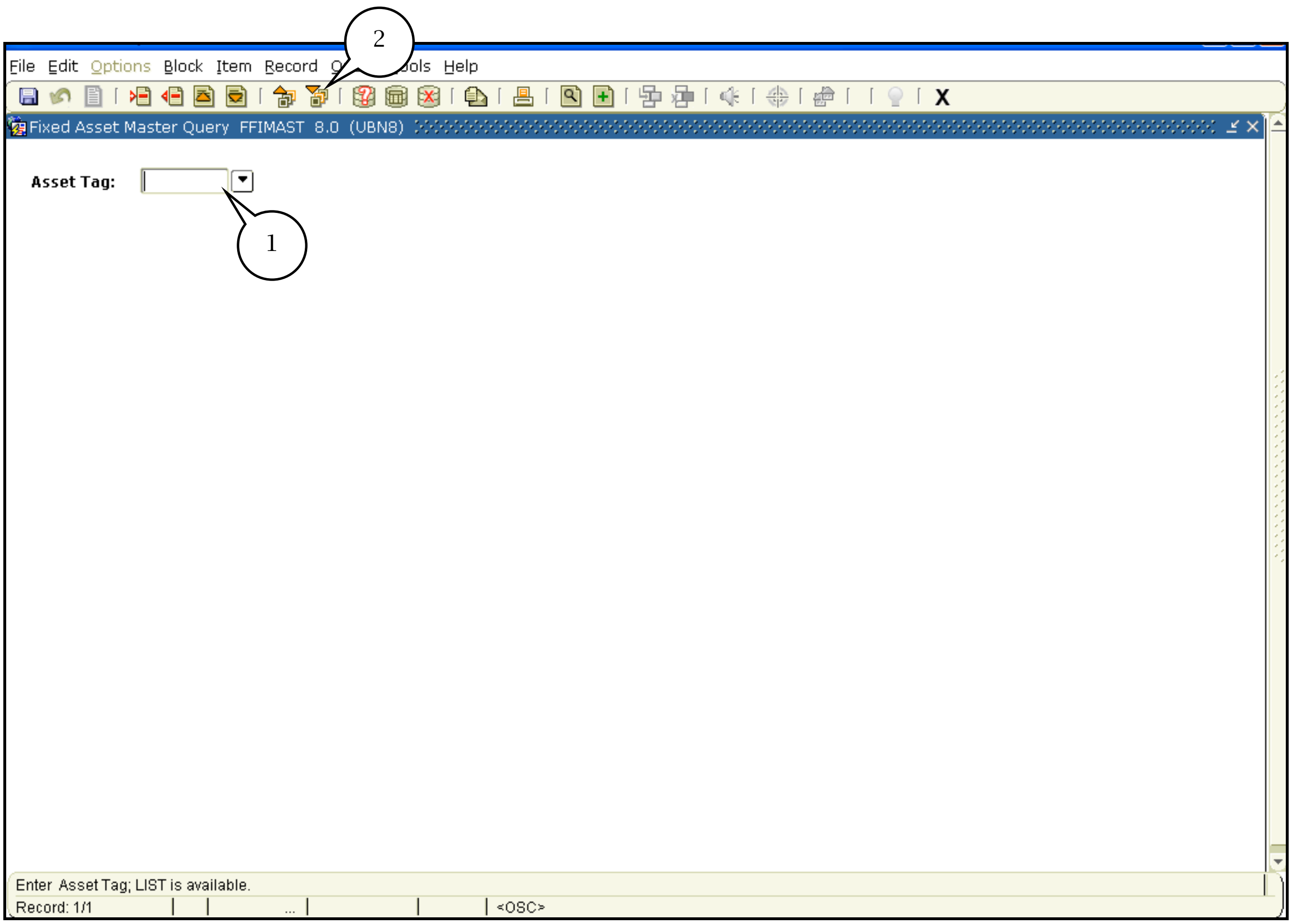
Fixed Assets

Fixed Asset Master Query (FFIMAST)

Use the **Fixed Asset Master Query** form, **FFIMAST**, to query fixed or moveable asset records.

This form consists of a main window and additional windows for querying asset details and user-defined attributes. Use the main window of this form to enter or search for the tag number to query.

Access the **Fixed Asset Master Query** form from the **General Menu** by entering **FFIMAST** in the Direct Access **Go To**… field.

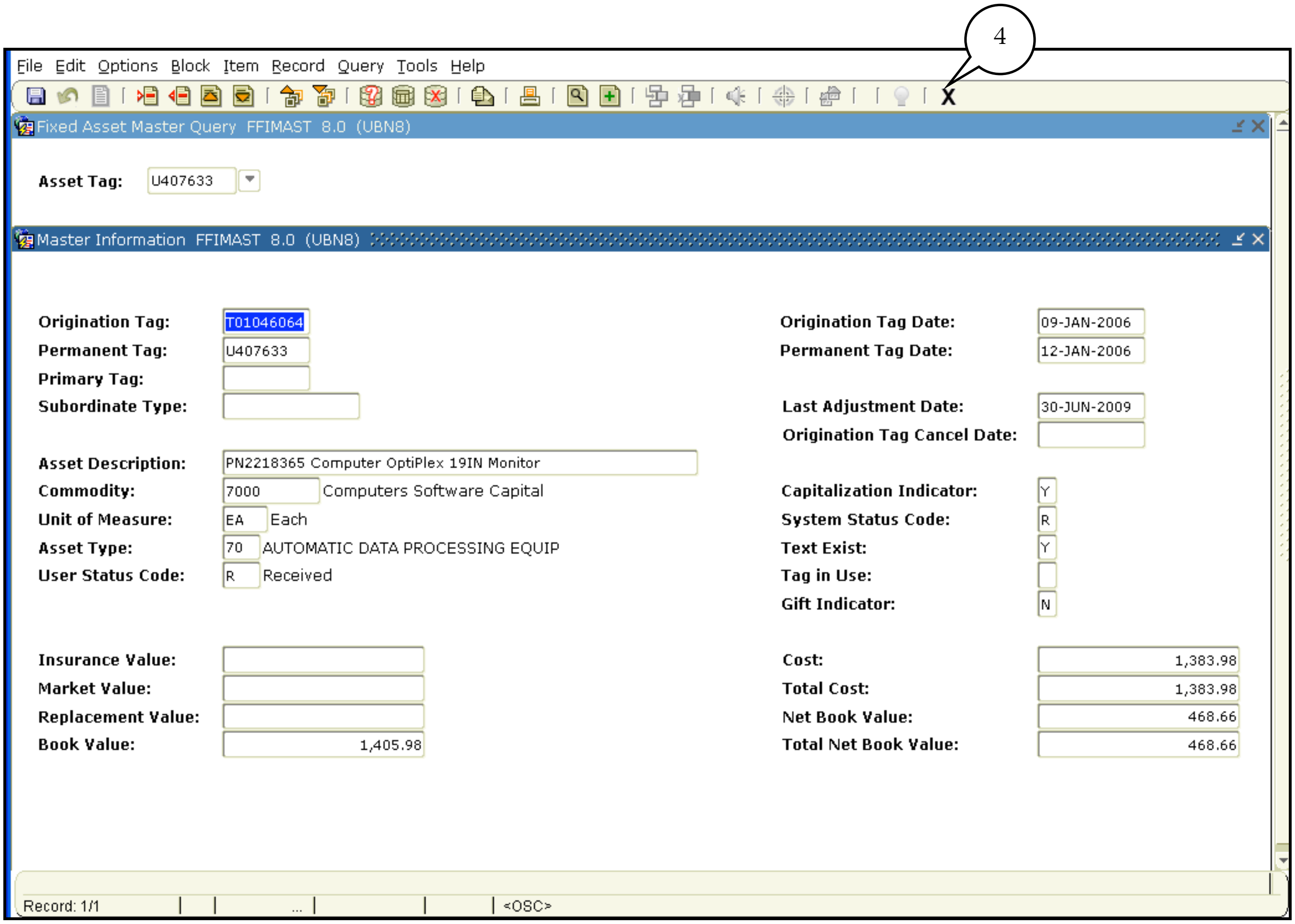


1. If you know the **Asset Tag** number, enter it in the **Asset Tag** field.

   Note: To search for an Asset Tag you can use the Search option . Select Fixed Asset List Form [FFIFALV] from the Options list (refer to page 48).

2. Click on the **Next Block** button .

The **Master Information** block will be displayed.

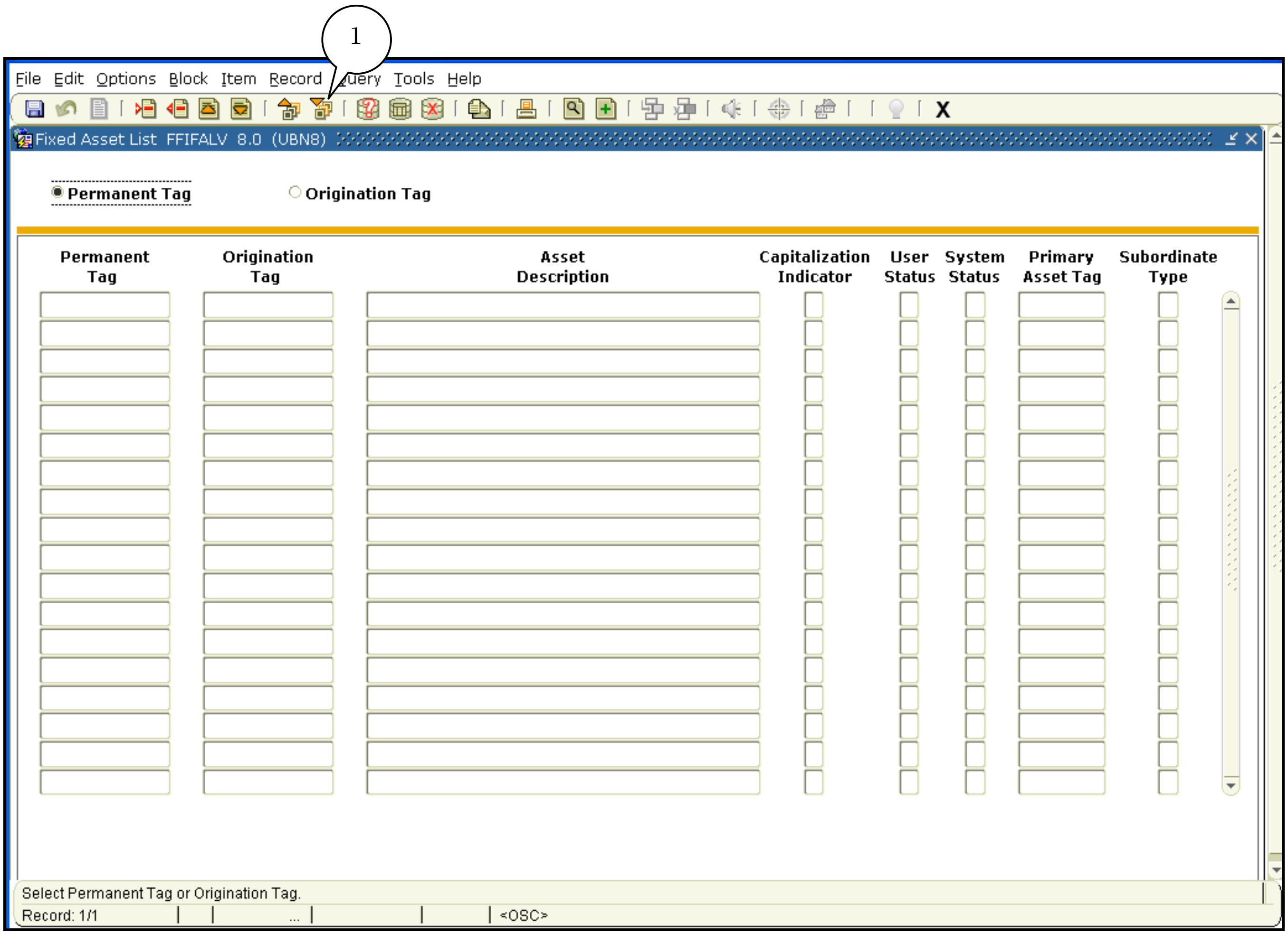


3. Review the information in this block:
    - Origination Tag
    - Origination Tag Date
    - Permanent Tag
    - Permanent Tag Date
    - Asset Description
    - Commodity
    - Cost
    - Total Cost
    - Net Book Value
    - Total Net Book Value
4. Click on the **Exit** button  to return to the **General Menu.**

Fixed Asset List (FFIFALV)

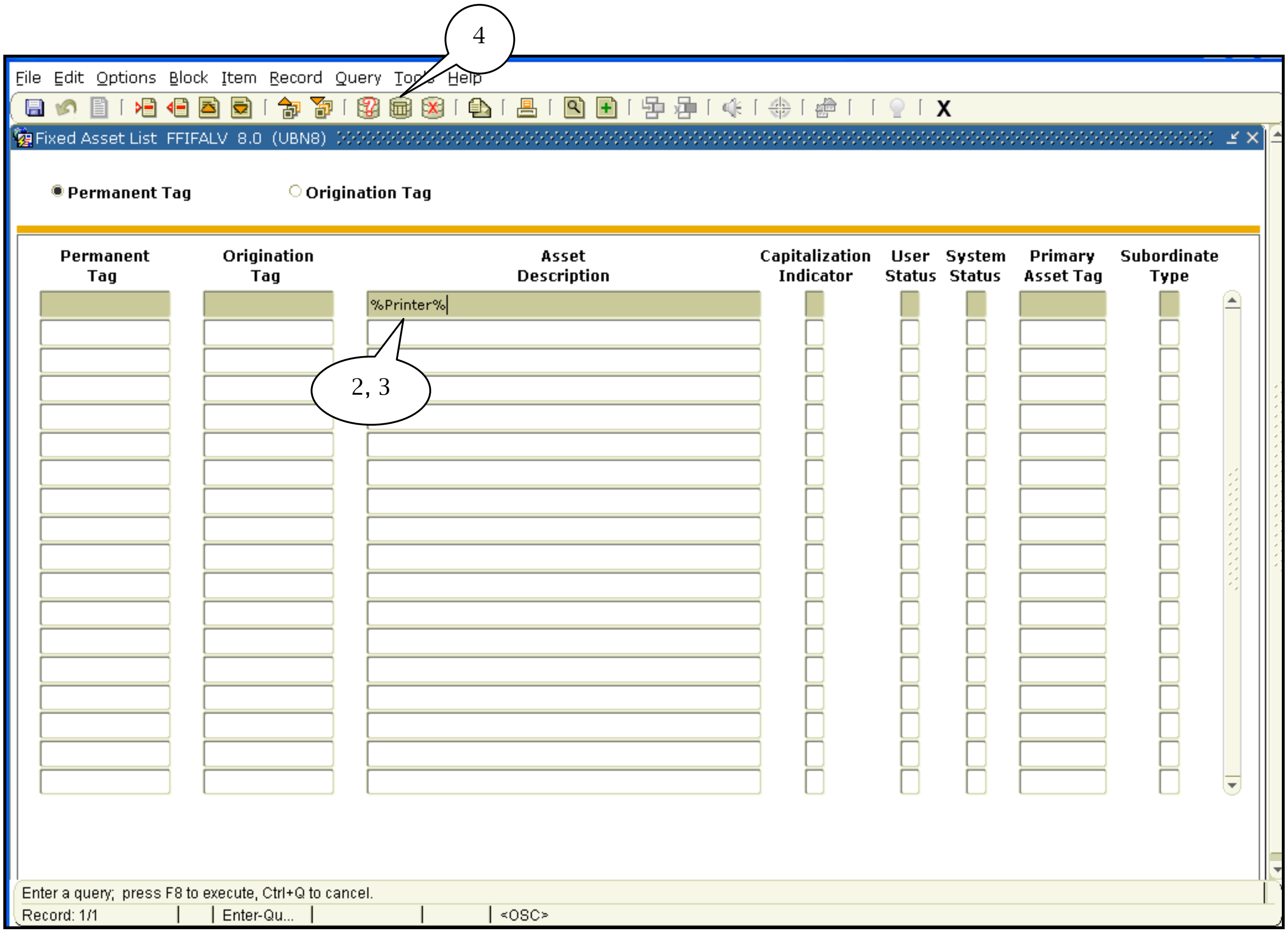
Use the **Fixed Asset List** form, **FFIFALV**, to search for an asset tag using the asset's description**.**

Access the **Fixed Asset List** form by entering **FFIFALV** in the Direct Access **Go To**… field or selecting **Fixed Asset List Form (FFIFALV)** from the **Asset Tag** search **Option List** on form FFIMAST.



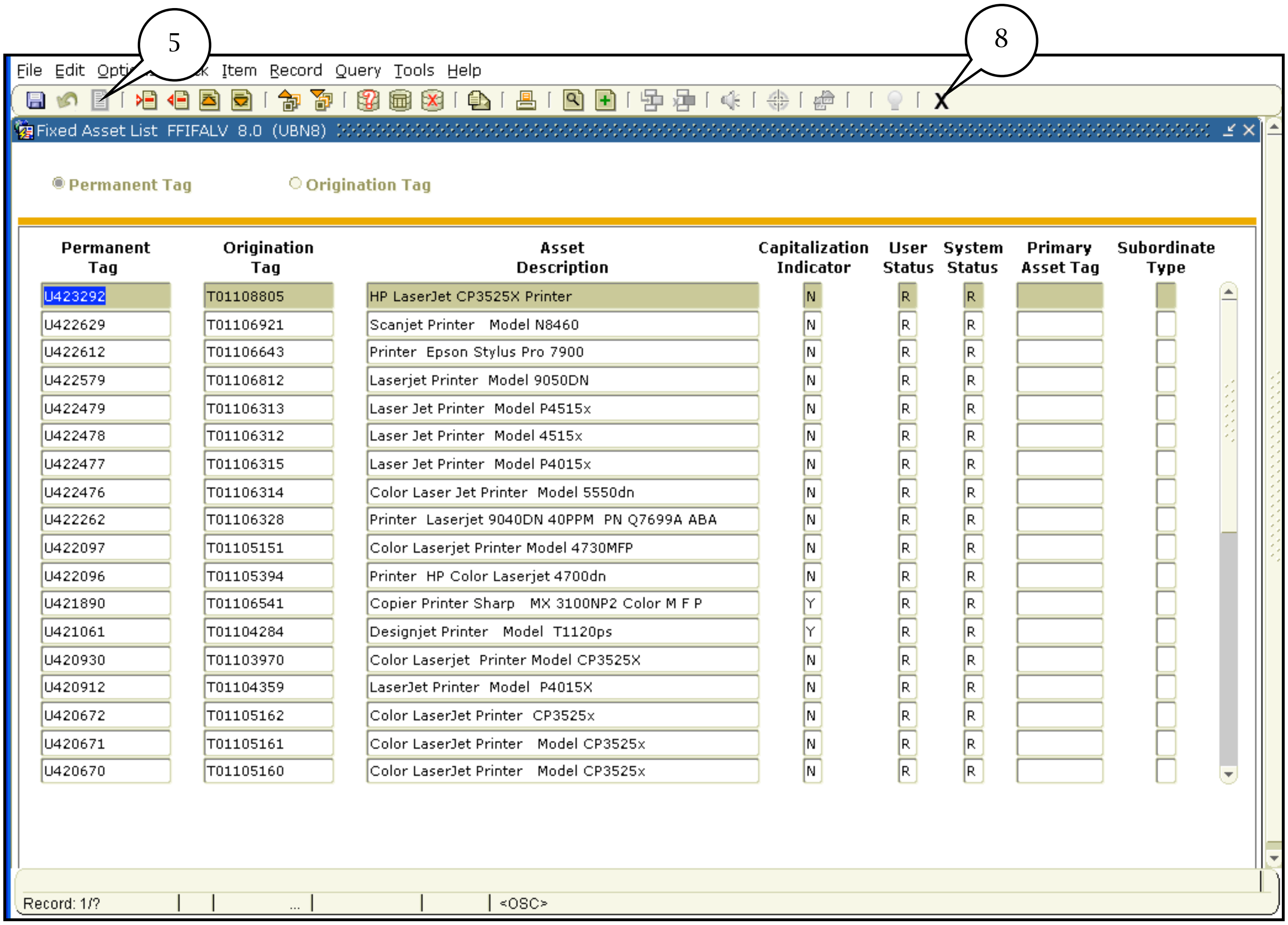
1. Click on the **Next Block** button .

The first line of the data display will be highlighted.



2. Press the **Tab** key to move the cursor to the **Asset Description** field.
3. Enter the asset description (use wildcard characters) refer to Banner Navigation manual for info on using wildcards.
4. Click on the **Execute Query** button or press the **F8** key.

All assets matching your search criteria will be displayed.



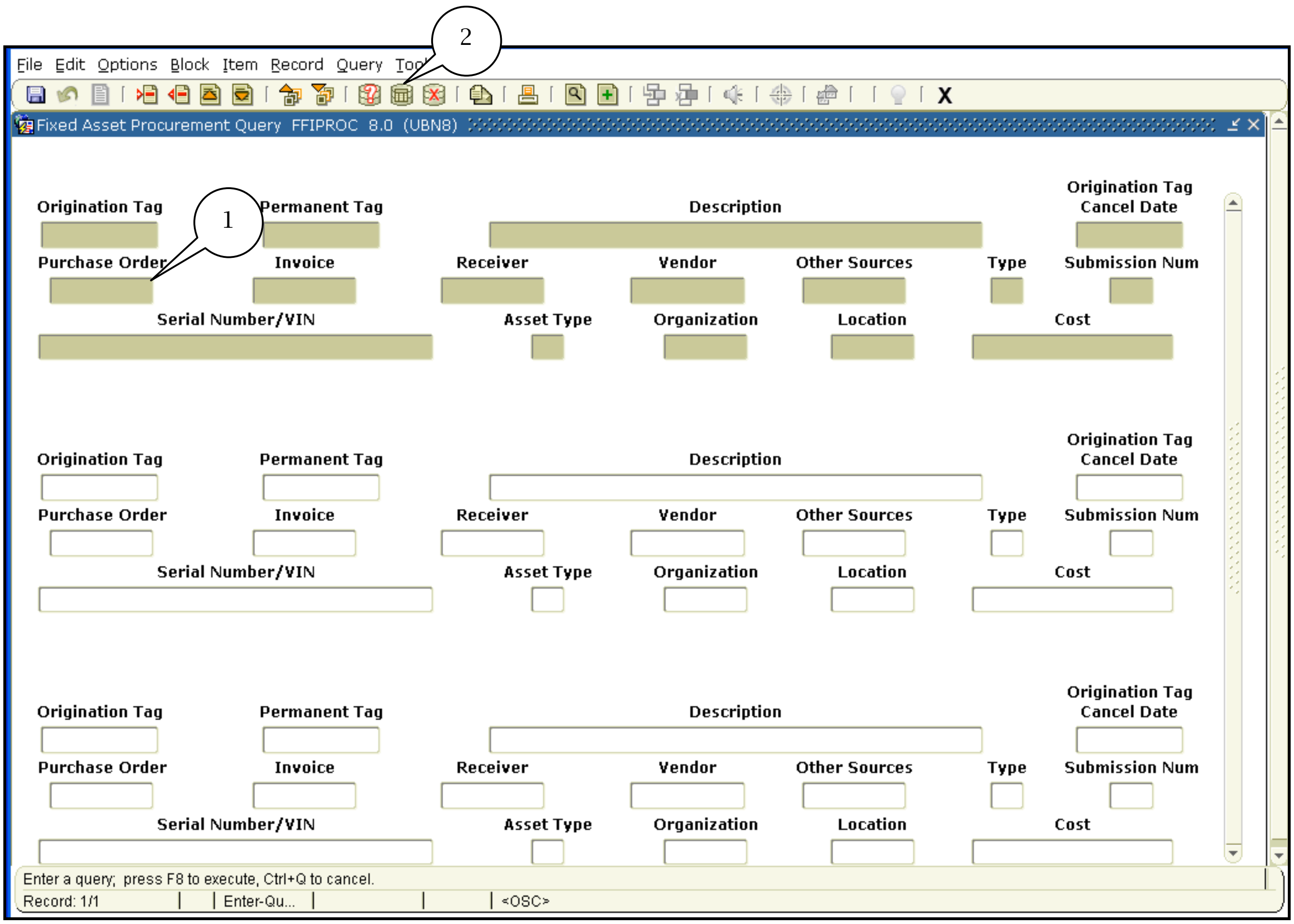
Permanent Tag	Origination Tag	Asset Description	Capitalization Indicator	User Status	System Status	Primary Asset Tag	Subordinate Type
U423292	T01108805	HP LaserJet CP3525X Printer	N	R	R		
U422629	T01106921	Scanjet Printer Model N8460	N	R	R		
U422612	T01106643	Printer Epson Stylus Pro 7900	N	R	R		
U422579	T01106812	Laserjet Printer Model 9050DN	N	R	R		
U422479	T01106313	Laser Jet Printer Model P4515x	N	R	R		
U422478	T01106312	Laser Jet Printer Model 4515x	N	R	R		
U422477	T01106315	Laser Jet Printer Model P4015x	N	R	R		
U422476	T01106314	Color Laser Jet Printer Model 5550dn	N	R	R		
U422262	T01106328	Printer Laserjet 9040DN 40PPM PN Q7699A ABA	N	R	R		
U422097	T01105151	Color Laserjet Printer Model 4730MFP	N	R	R		
U422096	T01105394	Printer HP Color Laserjet 4700dn	N	R	R		
U421890	T01106541	Copier Printer Sharp MX 3100NP2 Color M F P	Y	R	R		
U421061	T01104284	Designjet Printer Model T1120ps	Y	R	R		
U420930	T01103970	Color Laserjet Printer Model CP3525X	N	R	R		
U420912	T01104359	LaserJet Printer Model P4015X	N	R	R		
U420672	T01105162	Color LaserJet Printer CP3525x	N	R	R		
U420671	T01105161	Color LaserJet Printer Model CP3525x	N	R	R		
U420670	T01105160	Color LaserJet Printer Model CP3525x	N	R	R		

5. If you accessed this search form from the **FFIMAST** form, highlight the record you need and click on the **Select** button to return; otherwise,
6. Click on the **Exit** button to return to the **General Menu** after reviewing the record you need.

Fixed Asset Procurement Query (FFIPROC)

Use the **Fixed Asset Procurement Query** form, **FFIPROC**, to search for an asset by purchase order number.

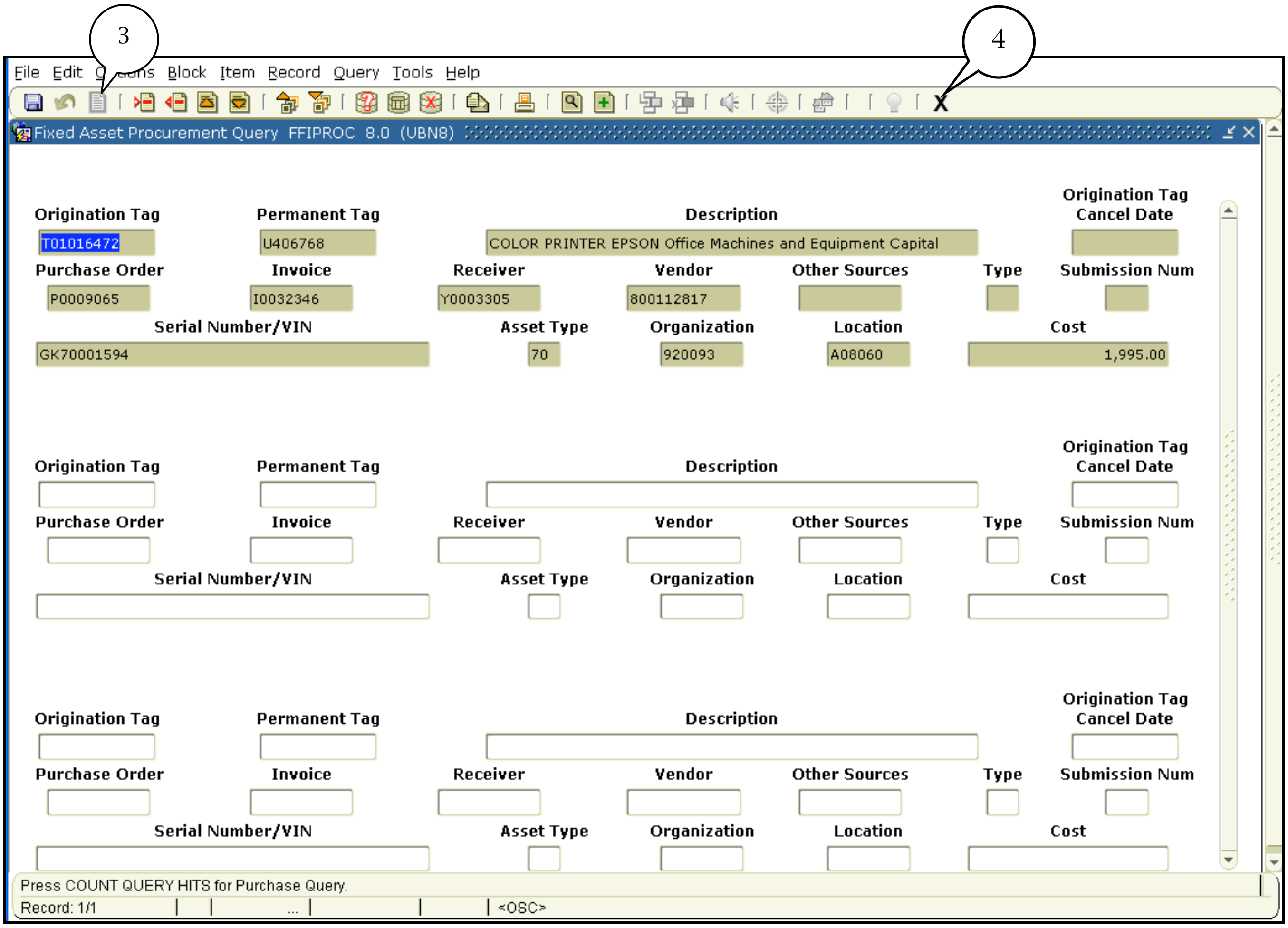
Access the **Fixed Asset Procurement Query** form by entering **FFIPROC** in the Direct Access **Go To**… field or selecting **Procurement Query Form (FFIPROC)** from the **Asset Tag** search **Option List** on form FFIMAST.



1. Type the **Purchase Order.**
2. Click on the **Execute Query** button or press the **F8** key.

*This form can be used to search for an asset by Serial number or VIN number. Enter the **Serial Number/VIN** instead of the **PO Num** before executing the query.*

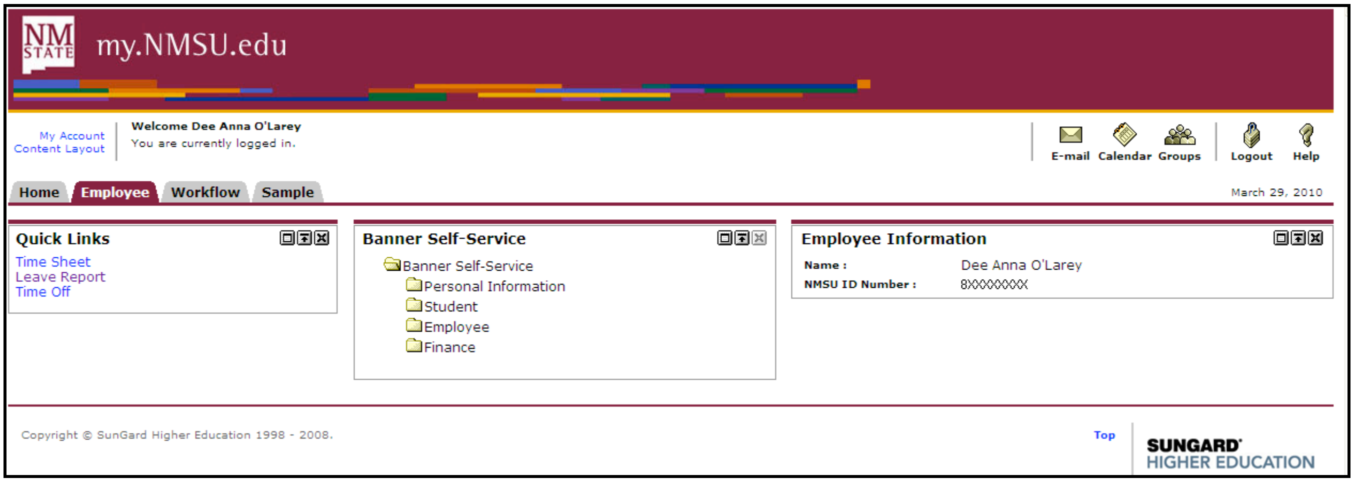
All fixed assets from the purchase order will be displayed.



3. If you accessed this form from the **FFIMAST** form, highlight the record you need and click on the **Select** button to return; otherwise,
4. Click on the **Exit** button to return to the **General Menu** after reviewing your records.

Self-Service Queries

Banner Self-Service provides for access to budget and encumbrance information and allows you to view documents from the **my.nmsu.edu** web site.



https://my.nmsu.edu/cp/home/displaylogin

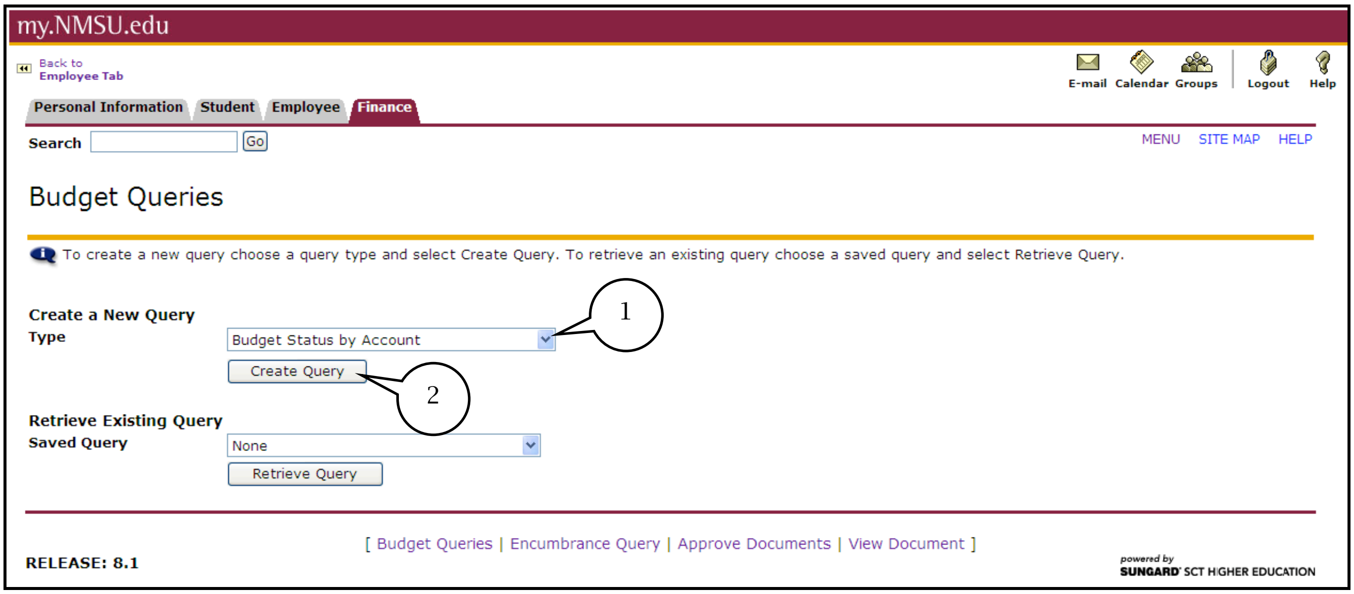
The **Finance** menu has the following options:

- **Budget Queries** allows you to review budget information, compare fiscal periods and years, and download query data to a spreadsheet.
- **Encumbrance Query** allows you to review outstanding encumbrance information.
- **Approve Documents** allows departmental approvers to approve purchase requisitions.
- **View Document** allows you to view detail information about a requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt.

Budget Queries

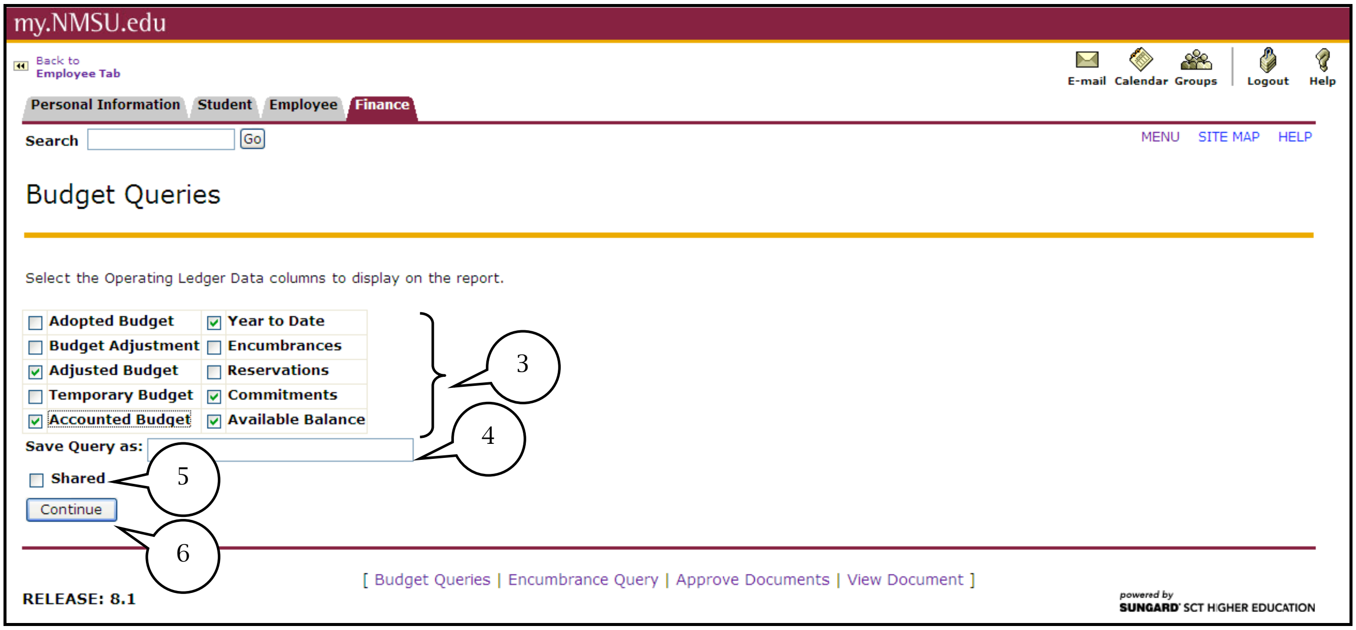
The **Budget Query** option permits you to access the same information you would review in Banner using the **Executive Summary** form, **FGIBDSR**, or the **Organization Budget Status** form, **FGIBDST**. You can save your queries and retrieve them later for quick reference or customizing.

From the **Finance** menu, select **Budget Queries**.



1. To create a new query, select the type of query from the drop-down list.
    - **Budget Query by Account** allows you to review financial information by account (code) for the Fiscal period, Year to Date, and Commitment Type by specific FOAP/Index values or Grant
    - **Budget Query by Organization Hierarchy** allows you to review financial information for Organizations by Hierarchical structure; specific Funds, high-level Organizations, Accounts, and Programs; Fund Type; or Account Type.
    - **Budget Quick Query** can be used to review financial information by Adjusted Budget, Year to Date, Commitments, and Available Balance by specific FOAP/Index values or grant. This is a default selection of column headings for your report.
2. Click on the **Create Query** button.

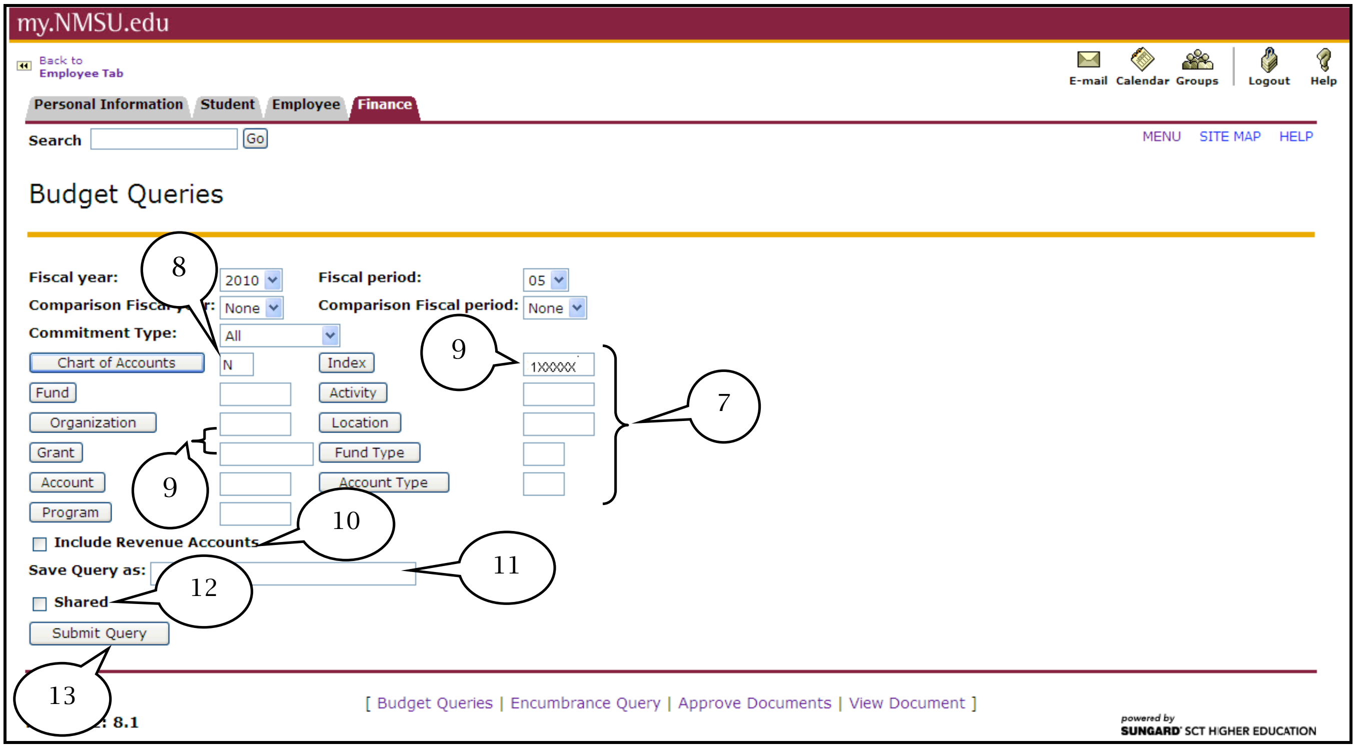
The budget information and selection criteria will be displayed.



3. Click in the checkboxes for the columns you need displayed on your query.
   Most common selection would be:
   - **Adopted Budget**- will display the budget allocated to the fund by fiscal year. Will allow you to drill down to view original budget allocated.
   - **Adjusted Budget** – will display the original budget allocated and adjustments made to the fund through the fiscal period.
   - **Year to Date** – will display all expenses paid to selected fiscal period.
   - **Commitments** – will display both outstanding reservations and encumbrances (purchase requisitions and purchase orders).
   - **Available Balance** – will display listed balance by account (code).

   Note: Other Data columns options to view.
   - **Accounted Budget** – will display the budget allocated to the fund by fiscal year. Will allow you to drill down to view adjustments made to the original budget allocated.
   - **Encumbrances** – will display the encumbrances made by fiscal period. Will allow you to drill down to view the encumbrance (purchase order)
   - **Reservations** – will display the reservation made by fiscal period. Will allow you to drill down to view the reservation (purchase requisition).
4. If you wish to run this query in the future, enter a name for it in the **Save Query As** field.
5. If you are saving this query and wish it to be available to others, click in the **Shared** checkbox.
6. Click on the **Continue** button.

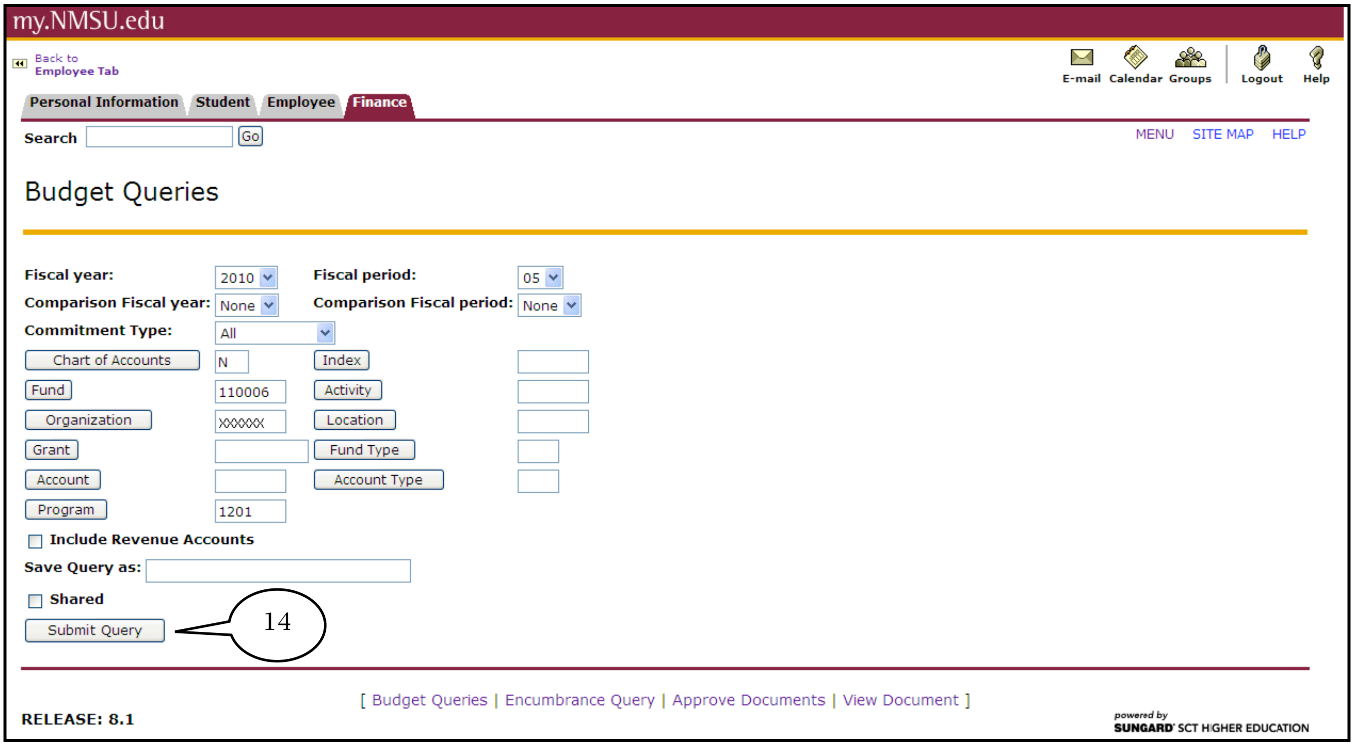
The parameters you can select for your query will be displayed.



7. To create a new query, enter the appropriate parameters.
8. If this is your first time using Budget queries, enter “N” in chart of accounts field.
9. You must choose either a valid **Organization** or a **Grant** to retrieve any data. If you enter an **Index**, the **Organization** code will automatically be populated for you.
10. Click on the **Include Revenue Accounts** checkbox if you wish to display revenue accounts.
11. Enter a name in the **Save Query as** (optional) field to save the entire query for reuse.
12. Click on the **Shared** (optional) checkbox if you wish to make this query available to others.
13. Click on the **Submit Query** button.

You can click on the **Organization, Grant**, *or* **Index** *button to perform a search if you do not know the organization, grant, or index number.*

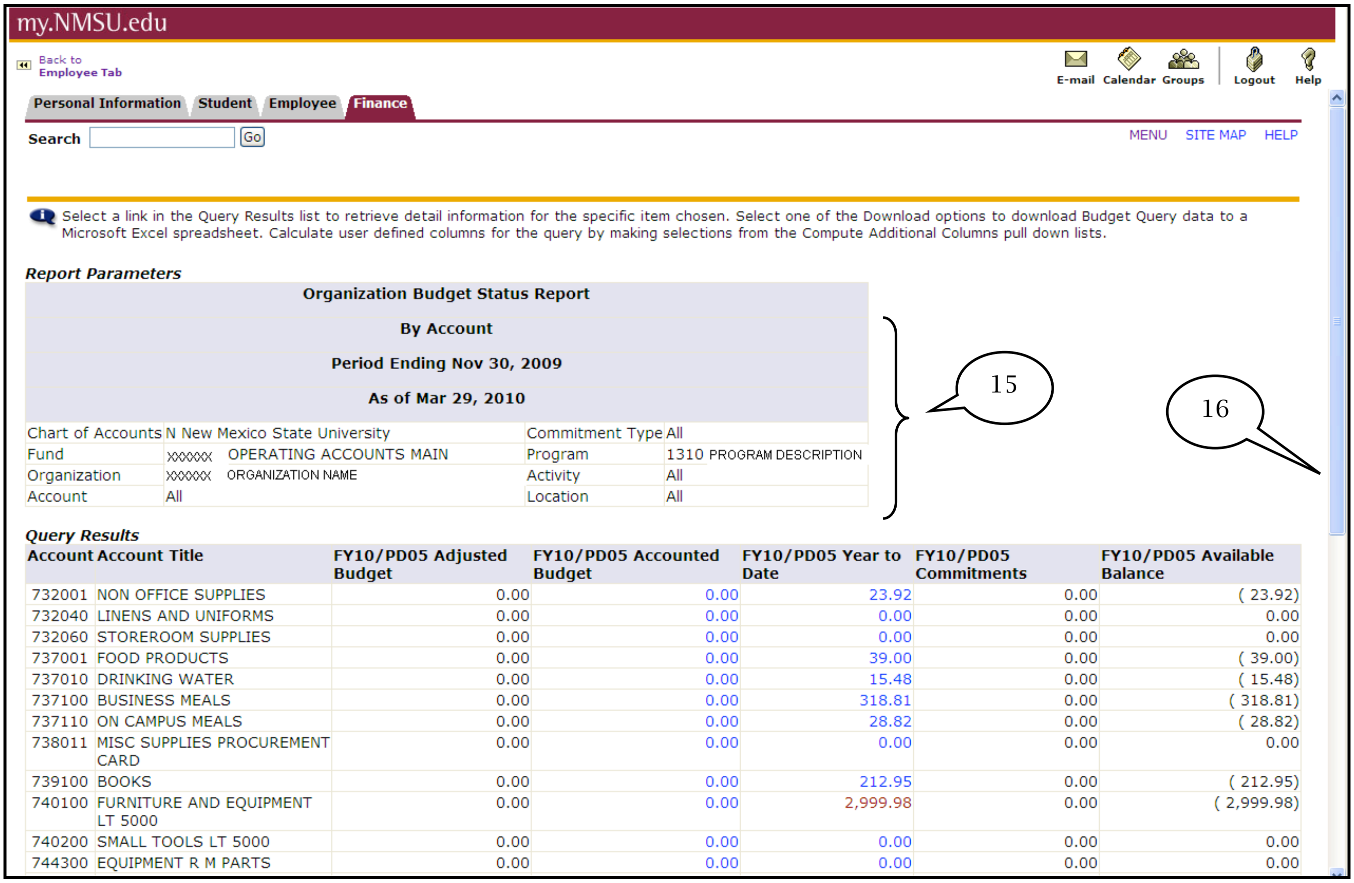
The populated parameters are displayed.



14. Click on the **Submit Query** button again.

    Note: This step populated the Fund, Organization and Program.

The results of your query will be displayed.



Report Parameters

Organization Budget Status Report

By Account

Period Ending Nov 30, 2009

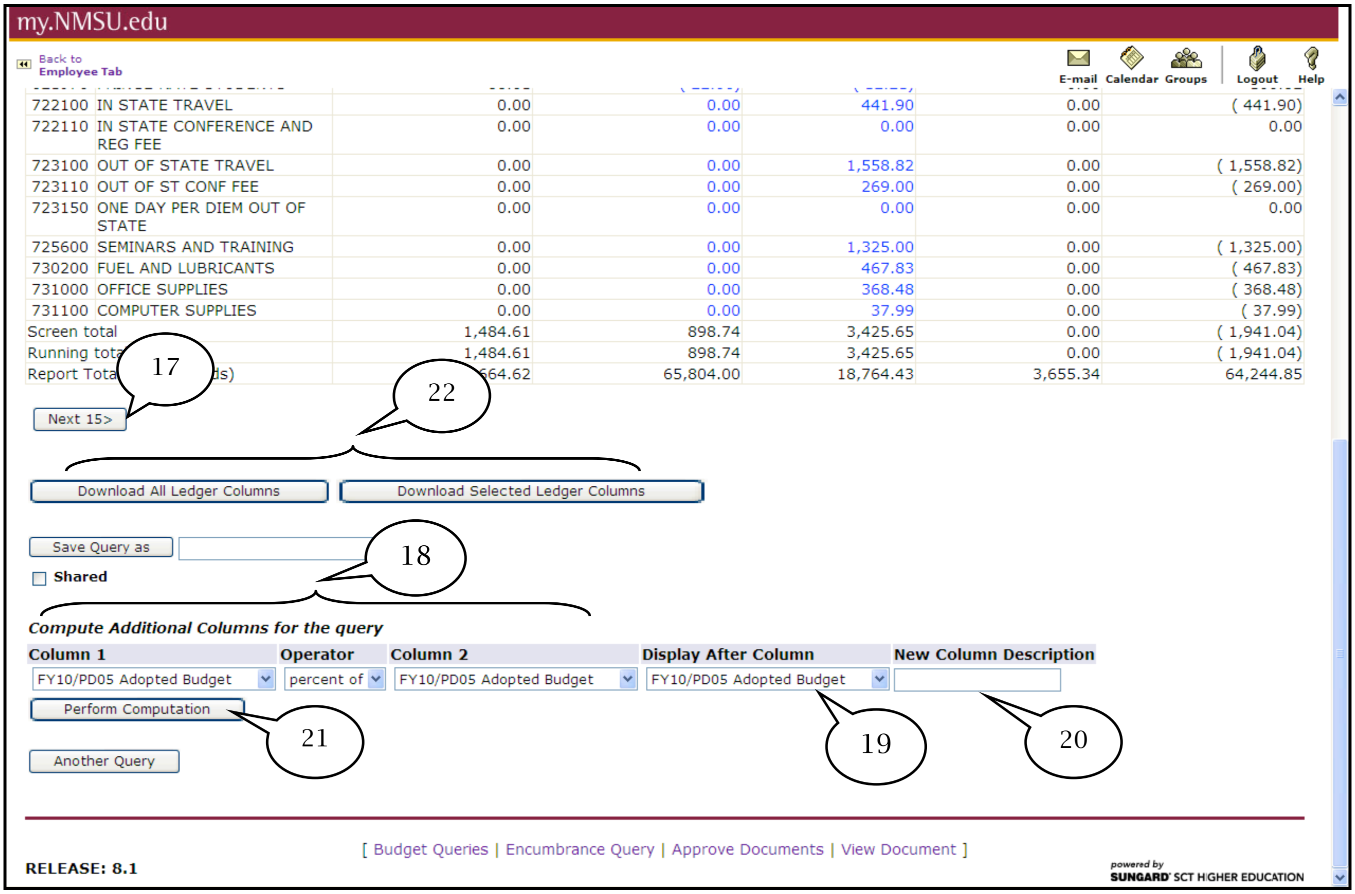
As of Mar 29, 2010

Chart of Accounts	N New Mexico State University	Commitment Type	All
Fund	XXXXXX OPERATING ACCOUNTS MAIN	Program	1310 PROGRAM DESCRIPTION
Organization	XXXXXX ORGANIZATION NAME	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY10/PD05 Adjusted Budget	FY10/PD05 Accounted Budget	FY10/PD05 Year to Date	FY10/PD05 Commitments	FY10/PD05 Available Balance
732001	NON OFFICE SUPPLIES	0.00	0.00	23.92	0.00	(23.92)
732040	LINENS AND UNIFORMS	0.00	0.00	0.00	0.00	0.00
732060	STOREROOM SUPPLIES	0.00	0.00	0.00	0.00	0.00
737001	FOOD PRODUCTS	0.00	0.00	39.00	0.00	(39.00)
737010	DRINKING WATER	0.00	0.00	15.48	0.00	(15.48)
737100	BUSINESS MEALS	0.00	0.00	318.81	0.00	(318.81)
737110	ON CAMPUS MEALS	0.00	0.00	28.82	0.00	(28.82)
738011	MISC SUPPLIES PROCUREMENT CARD	0.00	0.00	0.00	0.00	0.00
739100	BOOKS	0.00	0.00	212.95	0.00	(212.95)
740100	FURNITURE AND EQUIPMENT LT 5000	0.00	0.00	2,999.98	0.00	(2,999.98)
740200	SMALL TOOLS LT 5000	0.00	0.00	0.00	0.00	0.00
744300	EQUIPMENT R M PARTS	0.00	0.00	0.00	0.00	0.00

15. The report parameters will be displayed above the query.
16. Use the scroll bar to move to the bottom of the page.



If there are more than 15 records in your query, they will not all be displayed on this page.

17. Click on the **Next 15>** button to see the next set of records.

You can create additional columns as part of your query in the **Compute Additional Columns for the query** section.

18. Select the operation to perform using the drop-down boxes labeled **Column 1**, **Operator**, and **Column 2.**
19. Select the location for the new column from the **Display After Column** drop-down box.
20. Enter a title for the new column in the **New Column Description** field.
21. Click on the **Perform Computation** button. The new column will be displayed in the specified location.

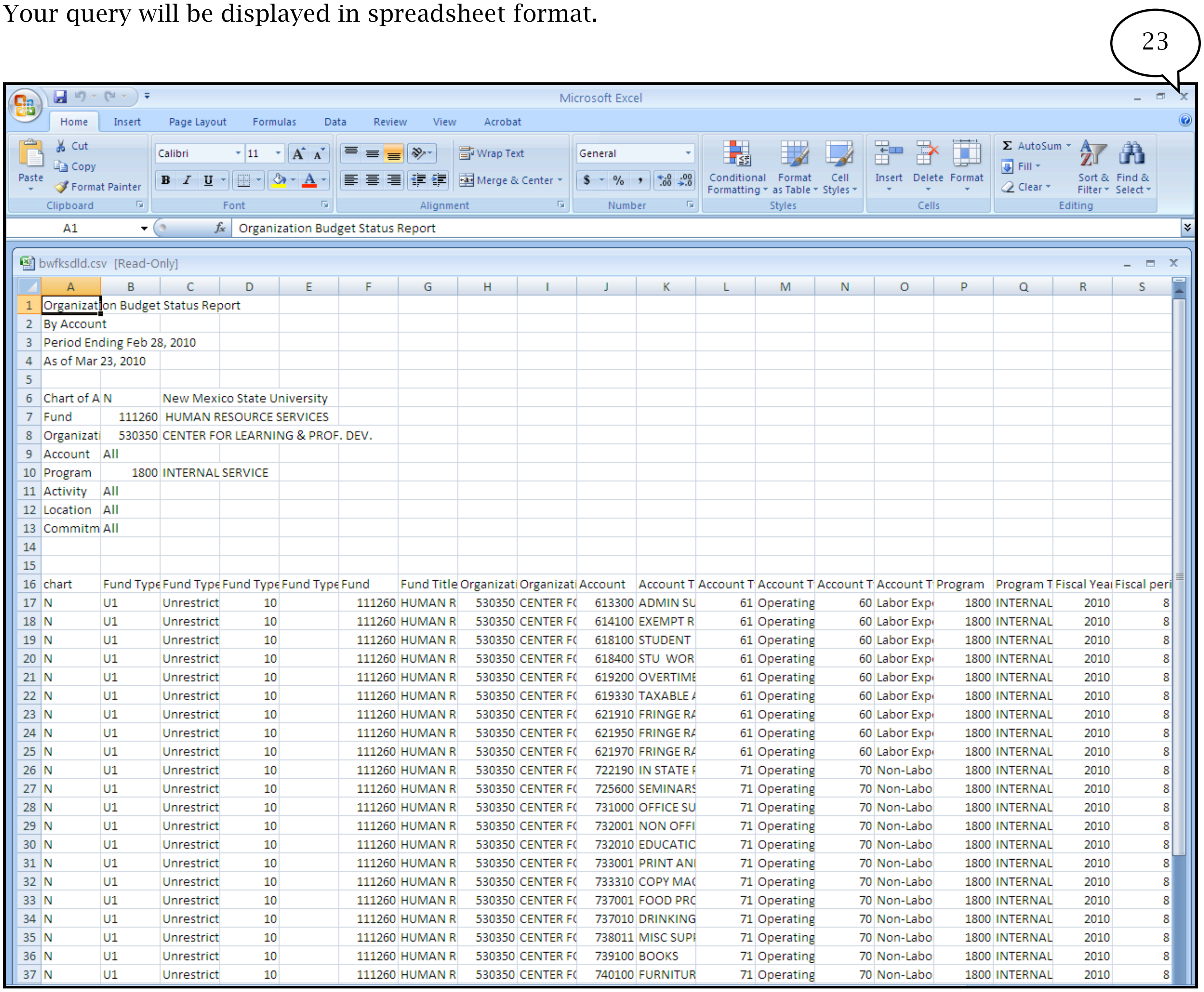
You can download your query for use in a spreadsheet.

22. Click on the **Download All Ledger Columns** button (this will extract all of the Operating Ledger Data columns) or the **Download Selected Ledger Columns** button (this will extract only the Operating Ledger Data columns selected to view).

Team Tip:

If you use the **Compute Additional Columns** *feature, those columns will not be downloaded to your spreadsheet.*

Your query will be displayed in spreadsheet format.

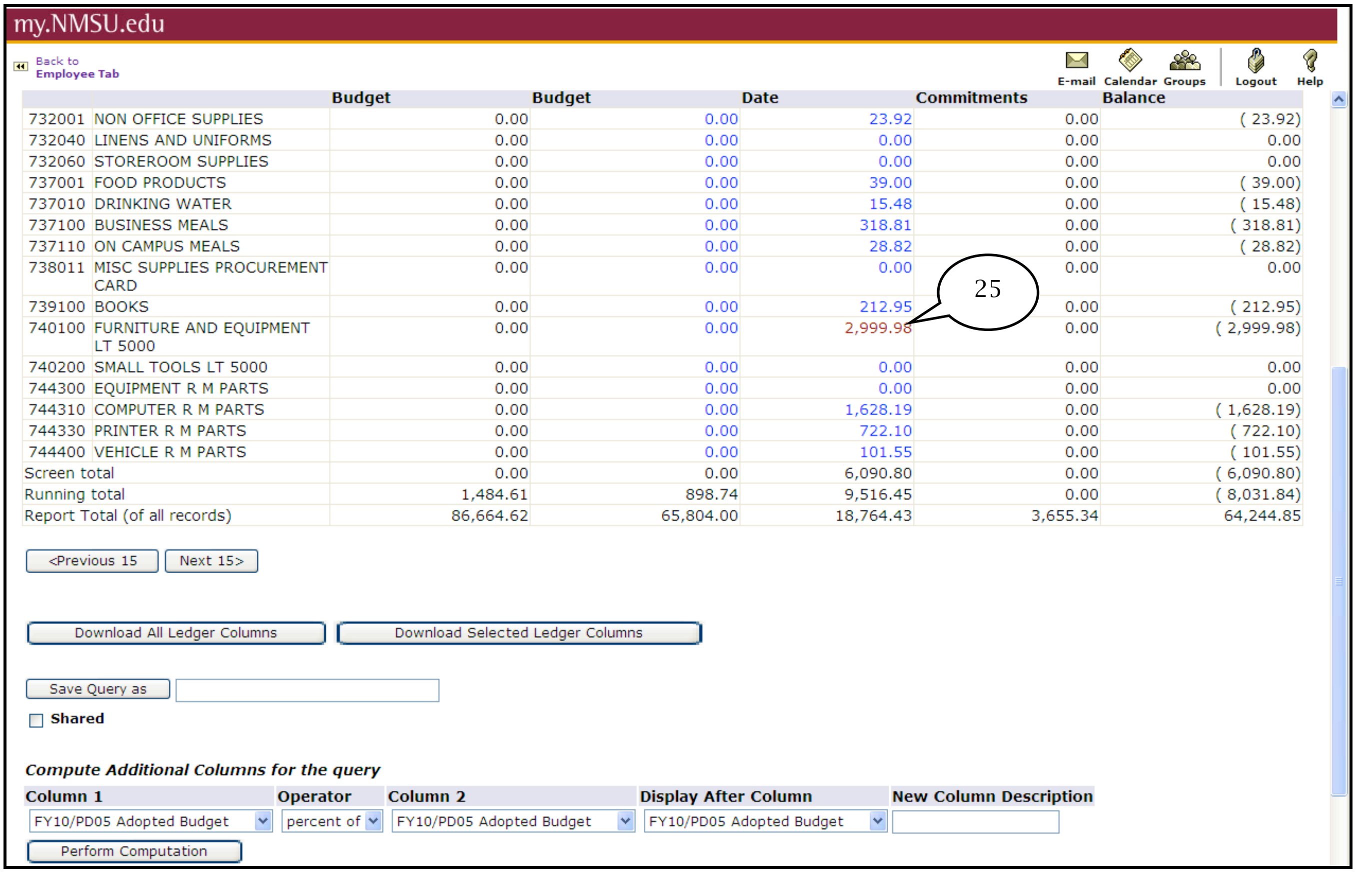


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Organization Budget Status Report																		
2	By Account																		
3	Period Ending Feb 28, 2010																		
4	As of Mar 23, 2010																		
5																			
6	Chart of A	N	New Mexico State University																
7	Fund	111260	HUMAN RESOURCE SERVICES																
8	Organizati	530350	CENTER FOR LEARNING & PROF. DEV.																
9	Account	All																	
10	Program	1800	INTERNAL SERVICE																
11	Activity	All																	
12	Location	All																	
13	Commitm	All																	
14																			
15																			
16	chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizati	Organizati	Account	Account T	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Yea	Fiscal peri
17	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	613300	ADMIN SU	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
18	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	614100	EXEMPT R	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
19	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	618100	STUDENT	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
20	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	618400	STU WOR	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
21	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	619200	OVERTIME	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
22	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	619330	TAXABLE /	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
23	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	621910	FRINGE RA	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
24	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	621950	FRINGE RA	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
25	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	621970	FRINGE RA	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
26	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	722190	IN STATE F	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
27	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	725600	SEMINARS	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
28	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	731000	OFFICE SU	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
29	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	732001	NON OFFI	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
30	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	732010	EDUCATIC	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
31	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	733001	PRINT ANI	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
32	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	733310	COPY MAC	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
33	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	737001	FOOD PRC	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
34	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	737010	DRINKING	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
35	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	738011	MISC SUPI	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
36	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	739100	BOOKS	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
37	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER F(	740100	FURNITUR	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8

You can now copy and save them to a spreadsheet program to reformat and manipulate to create reports. Be sure to give it a meaningful name when saving.

23. Click on Exit  to close Excel.
24. Go back to Self-service.

The drill-down feature that is available in Banner is also available on Self-Service budget queries.



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Back to Employee Tab

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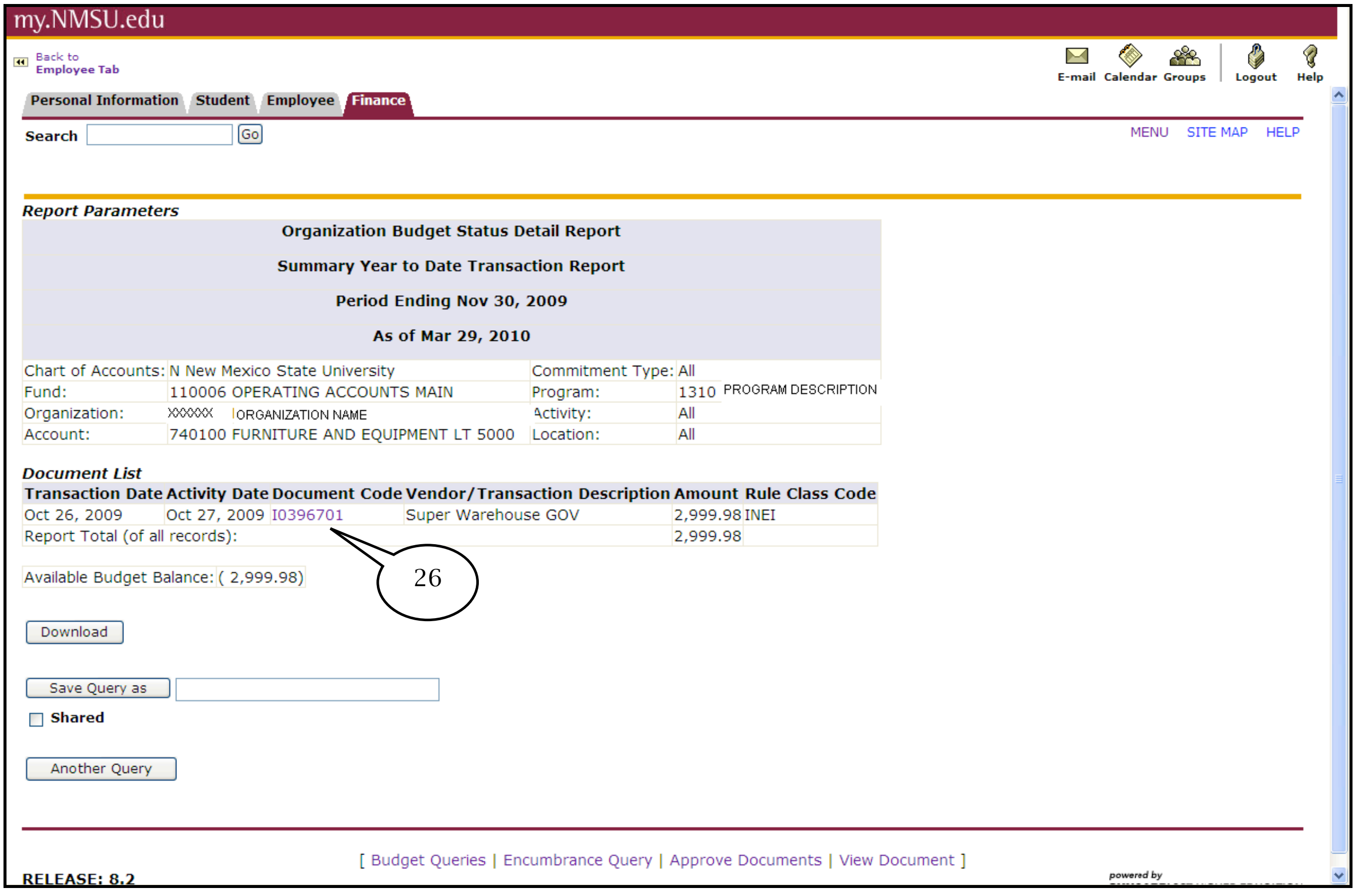
	Budget	Budget	Date	Commitments	Balance
732001 NON OFFICE SUPPLIES	0.00	0.00	23.92	0.00	(23.92)
732040 LINENS AND UNIFORMS	0.00	0.00	0.00	0.00	0.00
732060 STOREROOM SUPPLIES	0.00	0.00	0.00	0.00	0.00
737001 FOOD PRODUCTS	0.00	0.00	39.00	0.00	(39.00)
737010 DRINKING WATER	0.00	0.00	15.48	0.00	(15.48)
737100 BUSINESS MEALS	0.00	0.00	318.81	0.00	(318.81)
737110 ON CAMPUS MEALS	0.00	0.00	28.82	0.00	(28.82)
738011 MISC SUPPLIES PROCUREMENT CARD	0.00	0.00	0.00	0.00	0.00
739100 BOOKS	0.00	0.00	212.95	0.00	(212.95)
740100 FURNITURE AND EQUIPMENT LT 5000	0.00	0.00	2,999.98	0.00	(2,999.98)
740200 SMALL TOOLS LT 5000	0.00	0.00	0.00	0.00	0.00
744300 EQUIPMENT R M PARTS	0.00	0.00	0.00	0.00	0.00
744310 COMPUTER R M PARTS	0.00	0.00	1,628.19	0.00	(1,628.19)
744330 PRINTER R M PARTS	0.00	0.00	722.10	0.00	(722.10)
744400 VEHICLE R M PARTS	0.00	0.00	101.55	0.00	(101.55)
Screen total	0.00	0.00	6,090.80	0.00	(6,090.80)
Running total	1,484.61	898.74	9,516.45	0.00	(8,031.84)
Report Total (of all records)	86,664.62	65,804.00	18,764.43	3,655.34	64,244.85

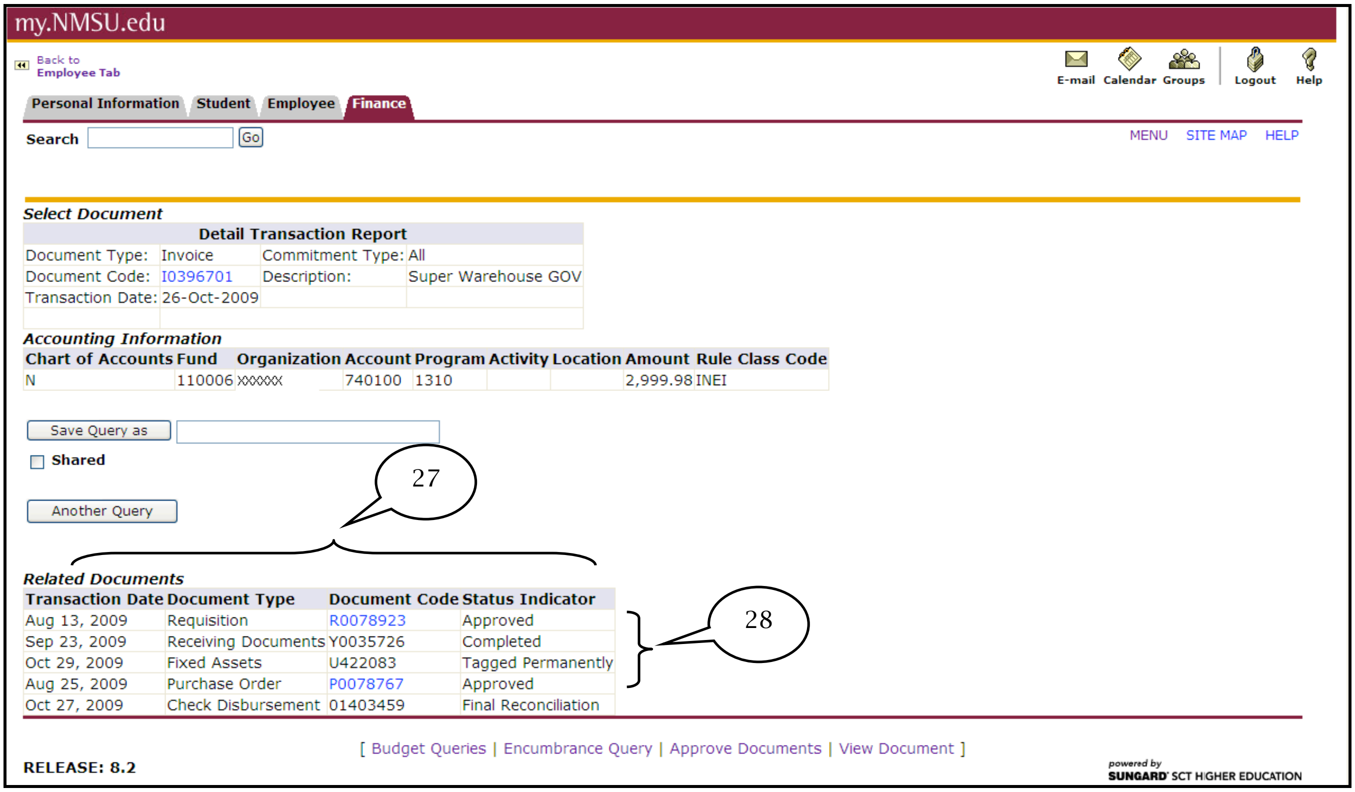
25. Click on any blue amount to view the underlying transactions. The amount will appear underlined when you move the cursor over it.

A new report will be displayed listing the transactions.



26. Click on any blue **Document Code** to view the details of that particular transaction.

The details of the selected transaction will be displayed.



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Back to Employee Tab

E-mail Calendar Groups Logout Help

Personal Information | Student | Employee | Finance

Search [Go]

MENU SITE MAP HELP

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0396701	Description:	Super Warehouse GOV
Transaction Date:	26-Oct-2009		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
N	110006	XXXXXX	740100	1310			2,999.98	INEI

Save Query as

Shared

Another Query

27

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Aug 13, 2009	Requisition	R0078923	Approved
Sep 23, 2009	Receiving Documents	Y0035726	Completed
Oct 29, 2009	Fixed Assets	U422083	Tagged Permanently
Aug 25, 2009	Purchase Order	P0078767	Approved
Oct 27, 2009	Check Disbursement	01403459	Final Reconciliation

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[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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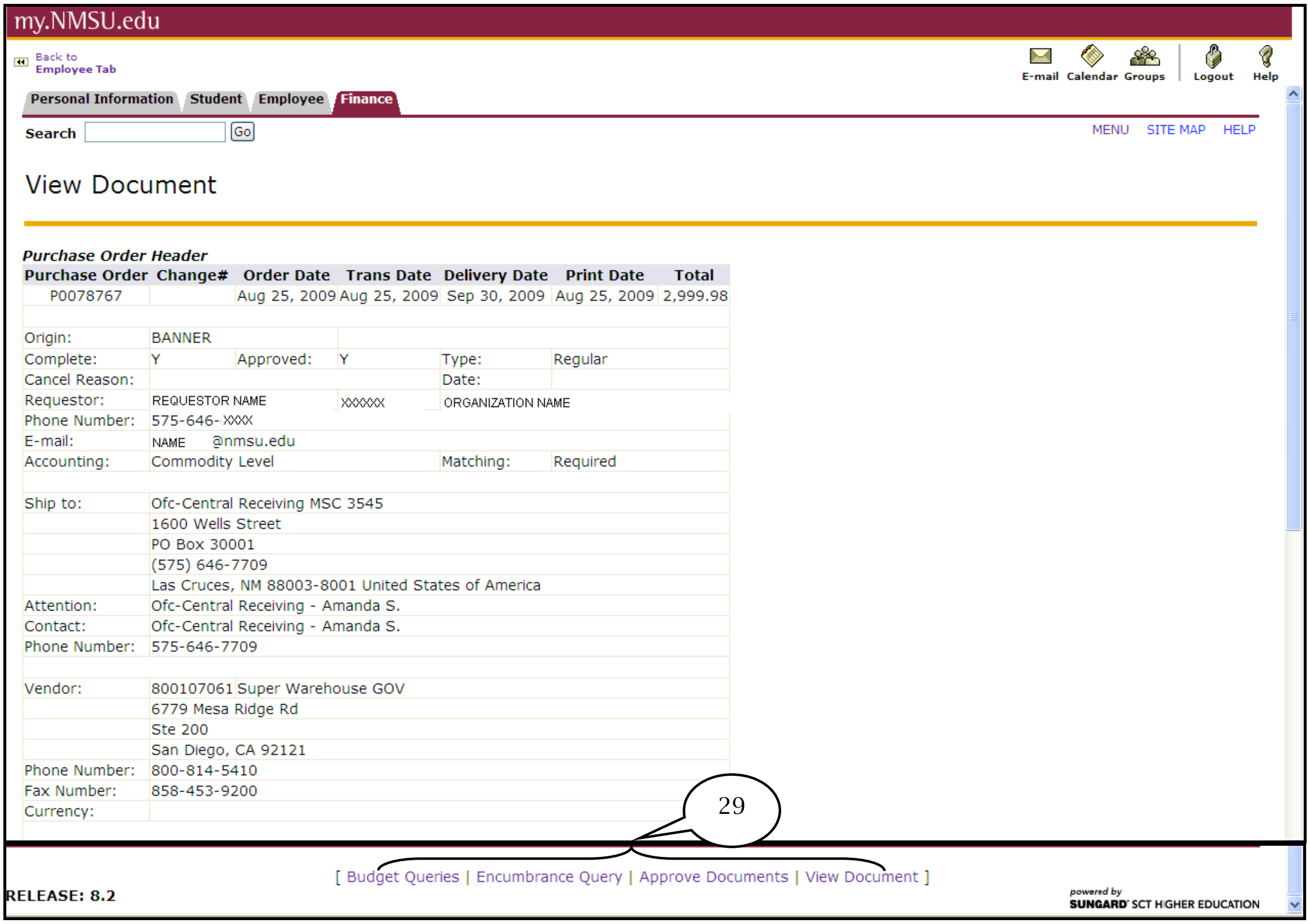
27. All additional documentation relating to this transaction will be listed at the bottom of the window in the **Related Documents** section.
28. Click on any blue **Document Code** to see the related document.

The **Related Documents** *section provides the same information available on the* **FOIDOCH** *form in Banner, including detailed receiving, invoice, and payment information.*

The document will be displayed in the **View Document** function. This can also be viewed by using **View Document** as referred to on page 68.



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MENU SITE MAP HELP

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0078767		Aug 25, 2009	Aug 25, 2009	Sep 30, 2009	Aug 25, 2009	2,999.98

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:				Date:	
Requestor:	REQUESTOR NAME		XXXXXX	ORGANIZATION NAME	
Phone Number:	575-646-XXXX				
E-mail:	NAME @nmsu.edu				
Accounting:	Commodity Level			Matching:	Required
Ship to:	Ofc-Central Receiving MSC 3545				
	1600 Wells Street				
	PO Box 30001				
	(575) 646-7709				
	Las Cruces, NM 88003-8001 United States of America				
Attention:	Ofc-Central Receiving - Amanda S.				
Contact:	Ofc-Central Receiving - Amanda S.				
Phone Number:	575-646-7709				
Vendor:	800107061 Super Warehouse GOV				
	6779 Mesa Ridge Rd				
	Ste 200				
	San Diego, CA 92121				
Phone Number:	800-814-5410				
Fax Number:	858-453-9200				
Currency:					

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[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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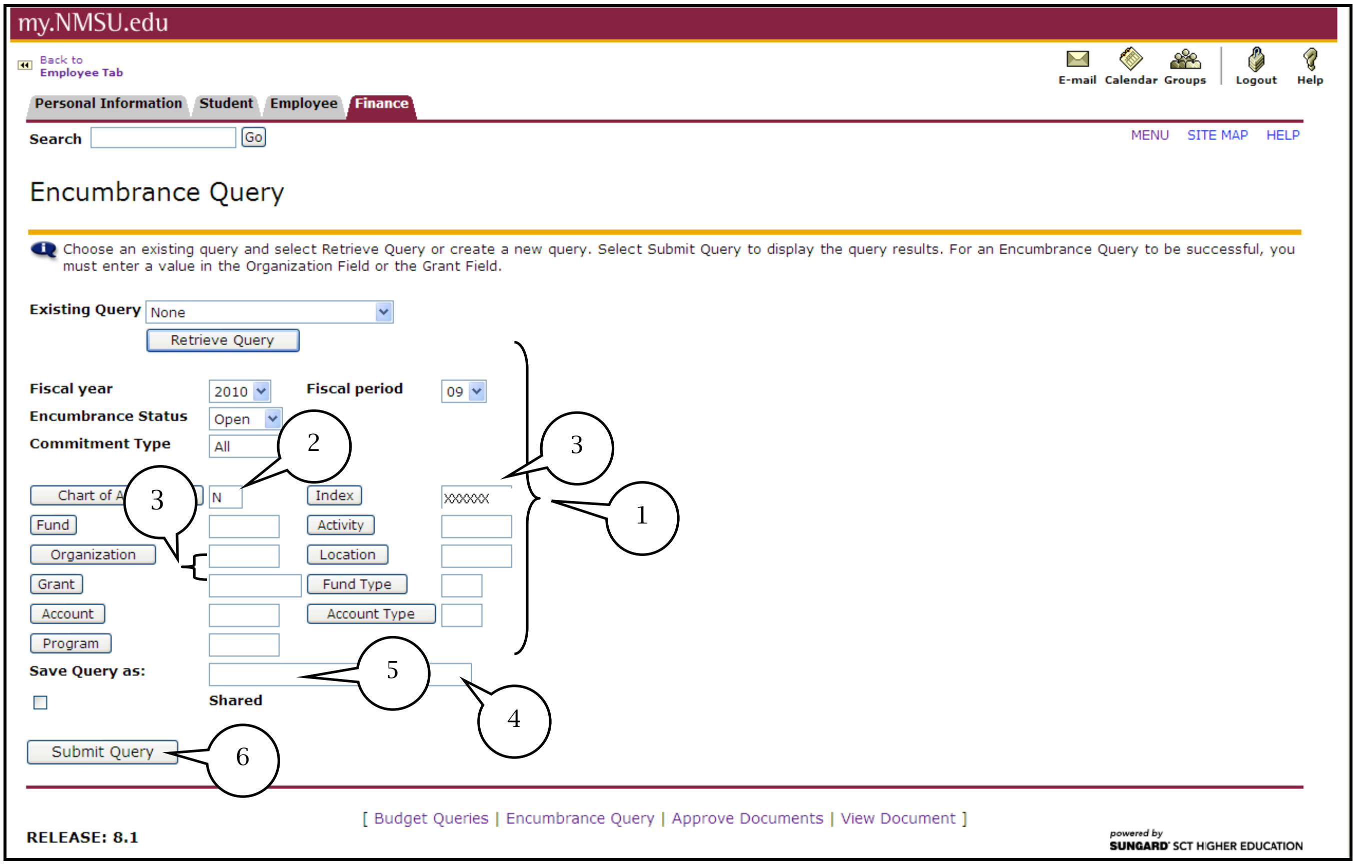
29. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

Encumbrance Query

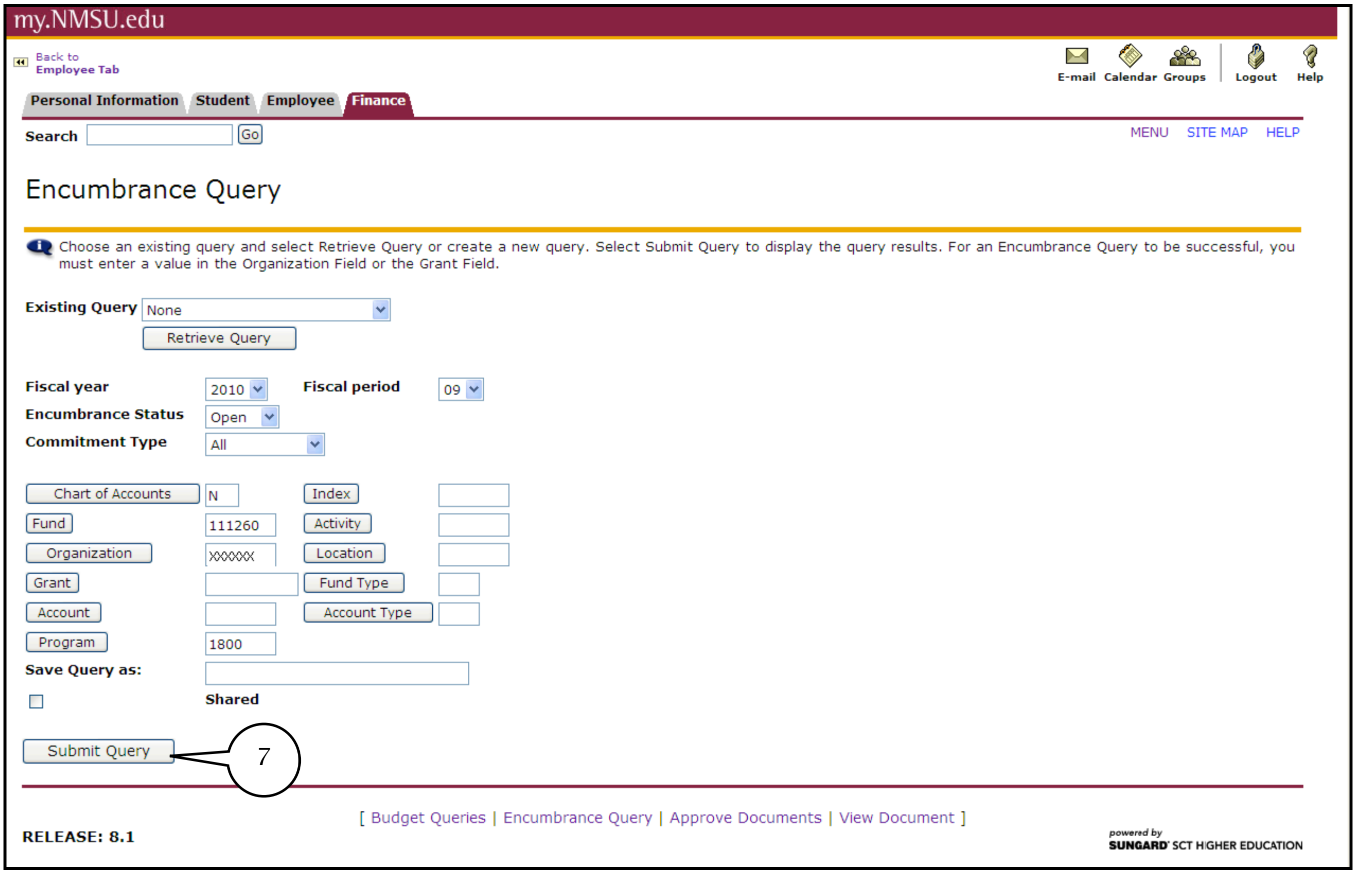
The **Encumbrance Query** feature allows you to review outstanding encumbrance information. You can enter an **Index**, or you can enter any FOAP values to narrow your selection.

From the **Finance** menu, select **Encumbrance Query**.



1. To create a new query, enter the appropriate parameters.
2. If this is your first time using Encumbrance query enter "N" in Chart of Accounts field.
3. You must enter either an **Organization, Index** or a **Grant** to retrieve any data. If you enter an **Index**, the **Organization** code will automatically be populated for you.
4. If you wish to save this query to run it in the future, enter a name for it in the **Save Query as** field.
5. If you wish to make this query available to other users, click on the **Shared** checkbox.
6. Click on the **Submit Query** button.

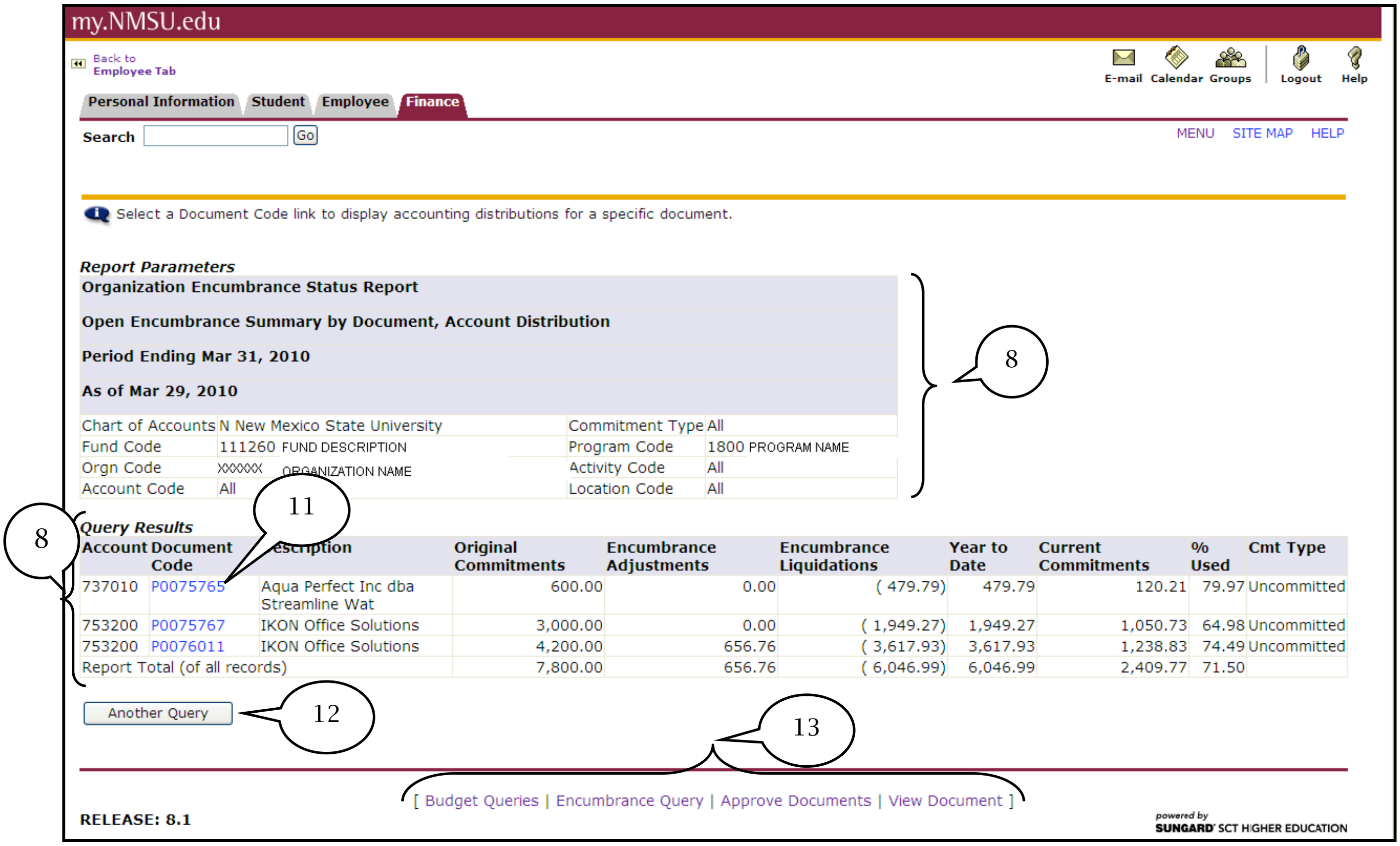
The parameters are displayed.



7. Click on the **Submit Query** button again.

   Note: This step populated the Fund, Organization and Program.

The results of your query will be displayed.



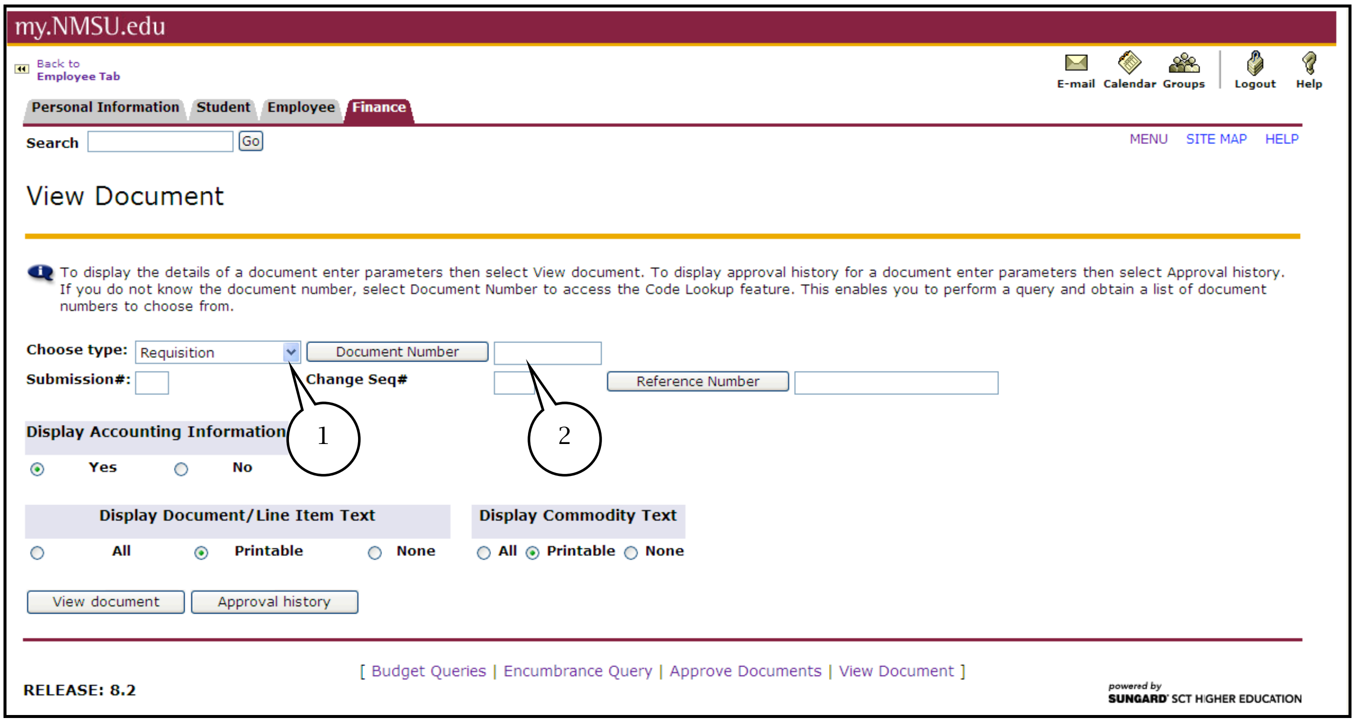
8. The parameters you entered for the query will be displayed at the top of the page.
9. The first fifteen records returned by your query (or all of the records if there are fewer than 15) will be displayed.
10. Use the scroll bar to move to the bottom of the page (if applicable).
11. To view document click on the **Document Code** number displayed as a blue link.
12. Click on the **Another Query** button to perform another **Encumbrance Query**.
13. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

View Document

The **View Document** option allows you to retrieve and view detail information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt).

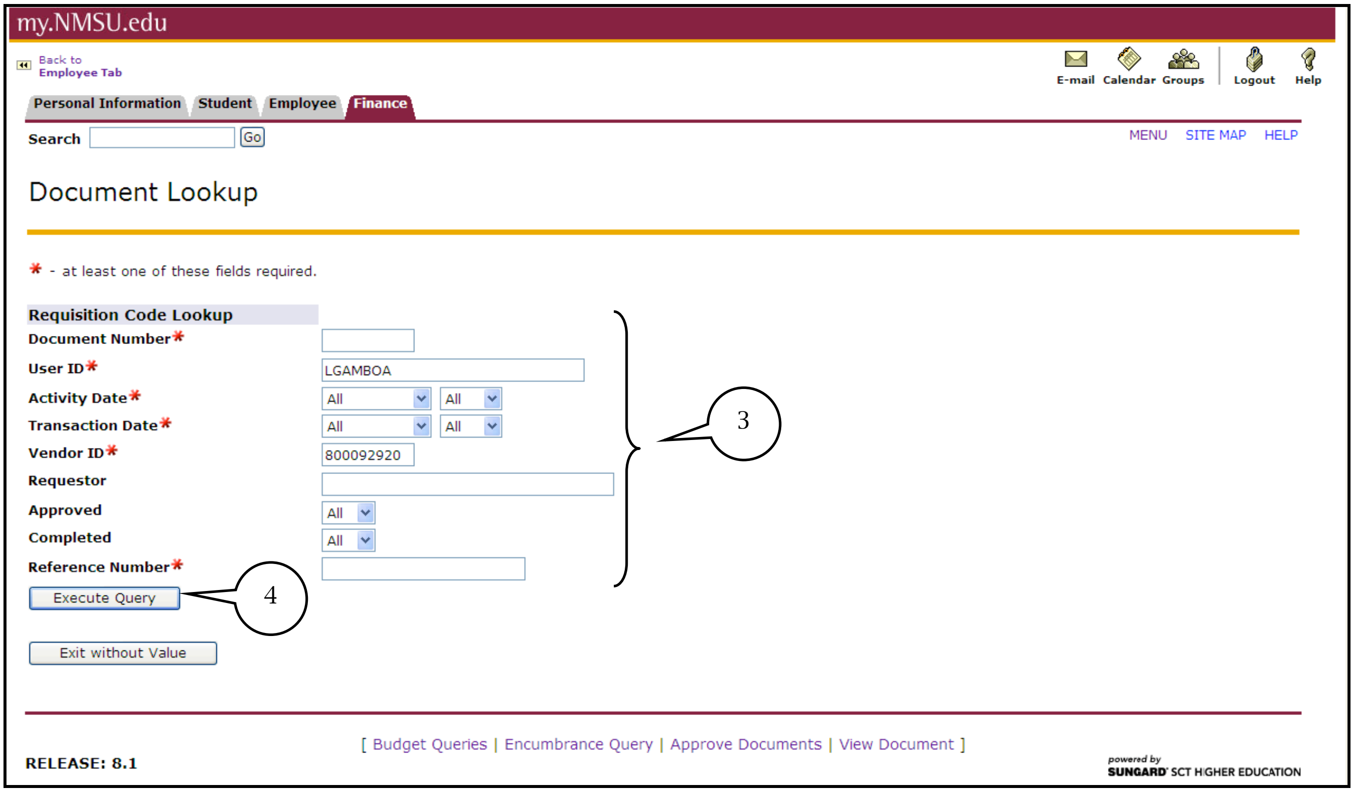
Click on **View Document** from the **Finance** menu to navigate to the **View Document** page. Additionally, within the Finance tab you can access View Document from any screen.

To browse through all documents of a specific type, use the following procedure.



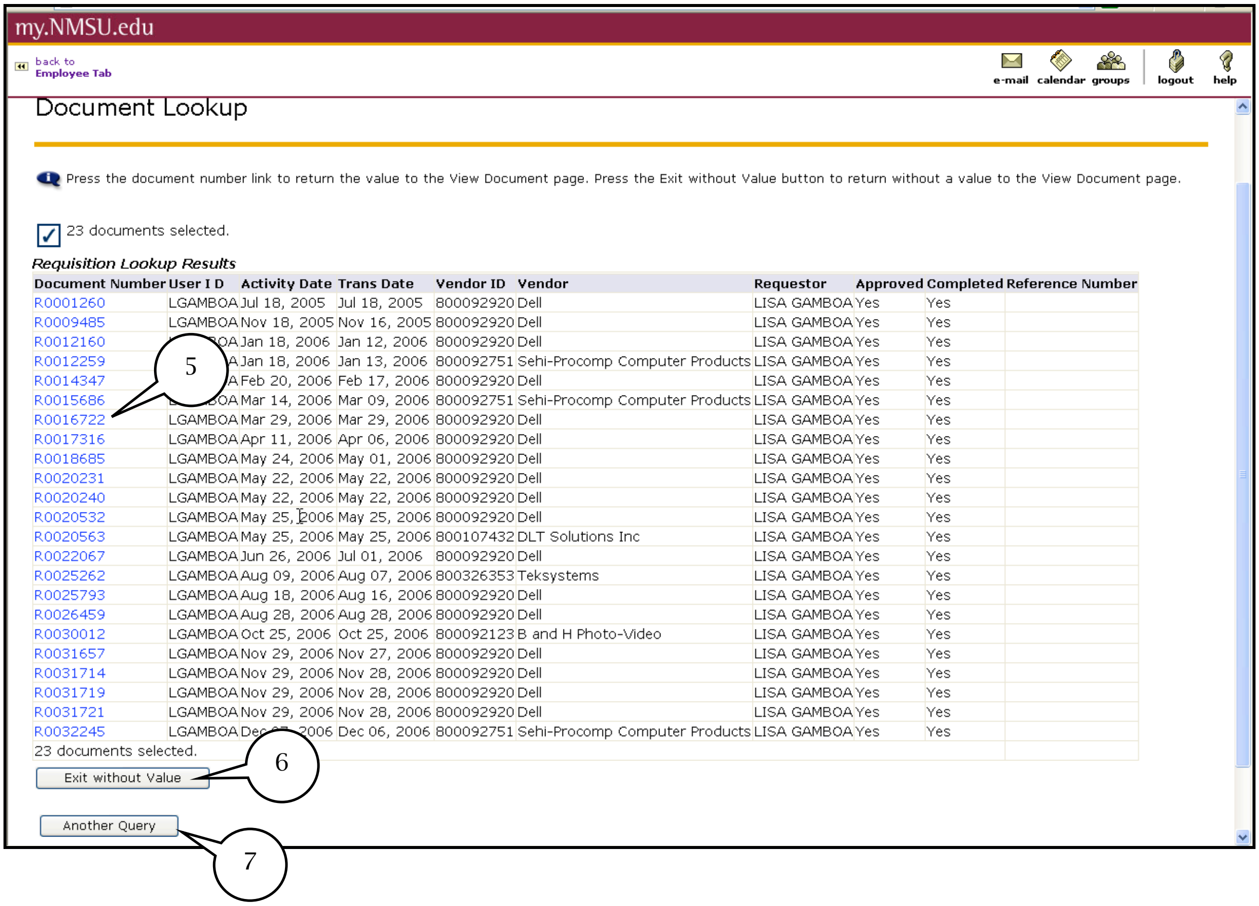
1. Select the **Document Type** from the drop-down list.
2. Click on the **Document Number** button.

The **Document Lookup** page will be displayed.



3. Enter the desired search terms in the fields. At least one of the starred fields is required to execute a query.
4. Click on the **Execute Query** button.

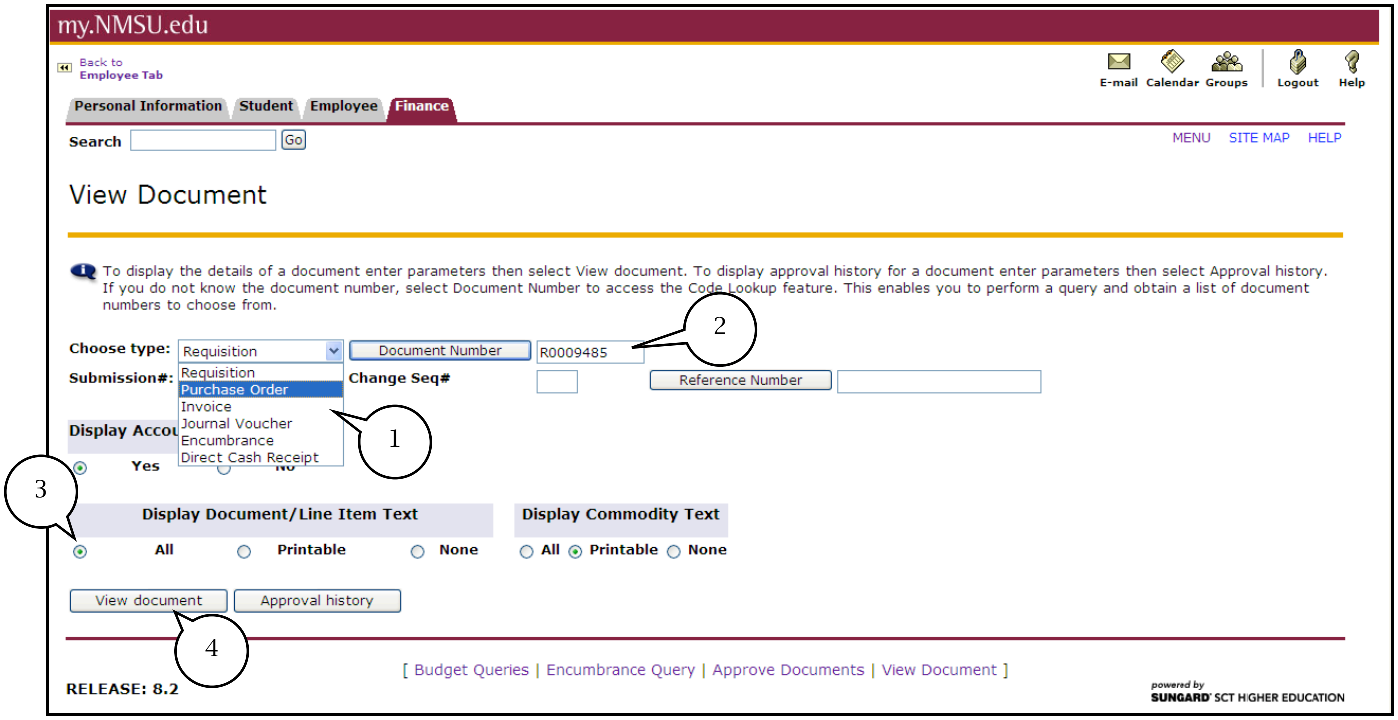
The documents that matched your search criteria will be listed.



Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0001260	LGAMBOA	Jul 18, 2005	Jul 18, 2005	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0009485	LGAMBOA	Nov 18, 2005	Nov 16, 2005	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0012160	[illegible]OA	Jan 18, 2006	Jan 12, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0012259	[illegible]A	Jan 18, 2006	Jan 13, 2006	800092751	Sehi-Procomp Computer Products	LISA GAMBOA	Yes	Yes	
R0014347	[illegible]A	Feb 20, 2006	Feb 17, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0015686	[illegible]OA	Mar 14, 2006	Mar 09, 2006	800092751	Sehi-Procomp Computer Products	LISA GAMBOA	Yes	Yes	
R0016722	LGAMBOA	Mar 29, 2006	Mar 29, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0017316	LGAMBOA	Apr 11, 2006	Apr 06, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0018685	LGAMBOA	May 24, 2006	May 01, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0020231	LGAMBOA	May 22, 2006	May 22, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0020240	LGAMBOA	May 22, 2006	May 22, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0020532	LGAMBOA	May 25, 2006	May 25, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0020563	LGAMBOA	May 25, 2006	May 25, 2006	800107432	DLT Solutions Inc	LISA GAMBOA	Yes	Yes	
R0022067	LGAMBOA	Jun 26, 2006	Jul 01, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0025262	LGAMBOA	Aug 09, 2006	Aug 07, 2006	800326353	Teksystems	LISA GAMBOA	Yes	Yes	
R0025793	LGAMBOA	Aug 18, 2006	Aug 16, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0026459	LGAMBOA	Aug 28, 2006	Aug 28, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0030012	LGAMBOA	Oct 25, 2006	Oct 25, 2006	800092123	B and H Photo-Video	LISA GAMBOA	Yes	Yes	
R0031657	LGAMBOA	Nov 29, 2006	Nov 27, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0031714	LGAMBOA	Nov 29, 2006	Nov 28, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0031719	LGAMBOA	Nov 29, 2006	Nov 28, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0031721	LGAMBOA	Nov 29, 2006	Nov 28, 2006	800092920	Dell	LISA GAMBOA	Yes	Yes	
R0032245	LGAMBOA	Dec [illegible] 2006	Dec 06, 2006	800092751	Sehi-Procomp Computer Products	LISA GAMBOA	Yes	Yes	
23 documents selected.									

5. Click on a **Document Number** to select and view the document.
6. Click on the **Exit without Value** button to return to the **View Document** page.
7. Click on the **Another Query** button to return to a blank **Document Lookup** page.

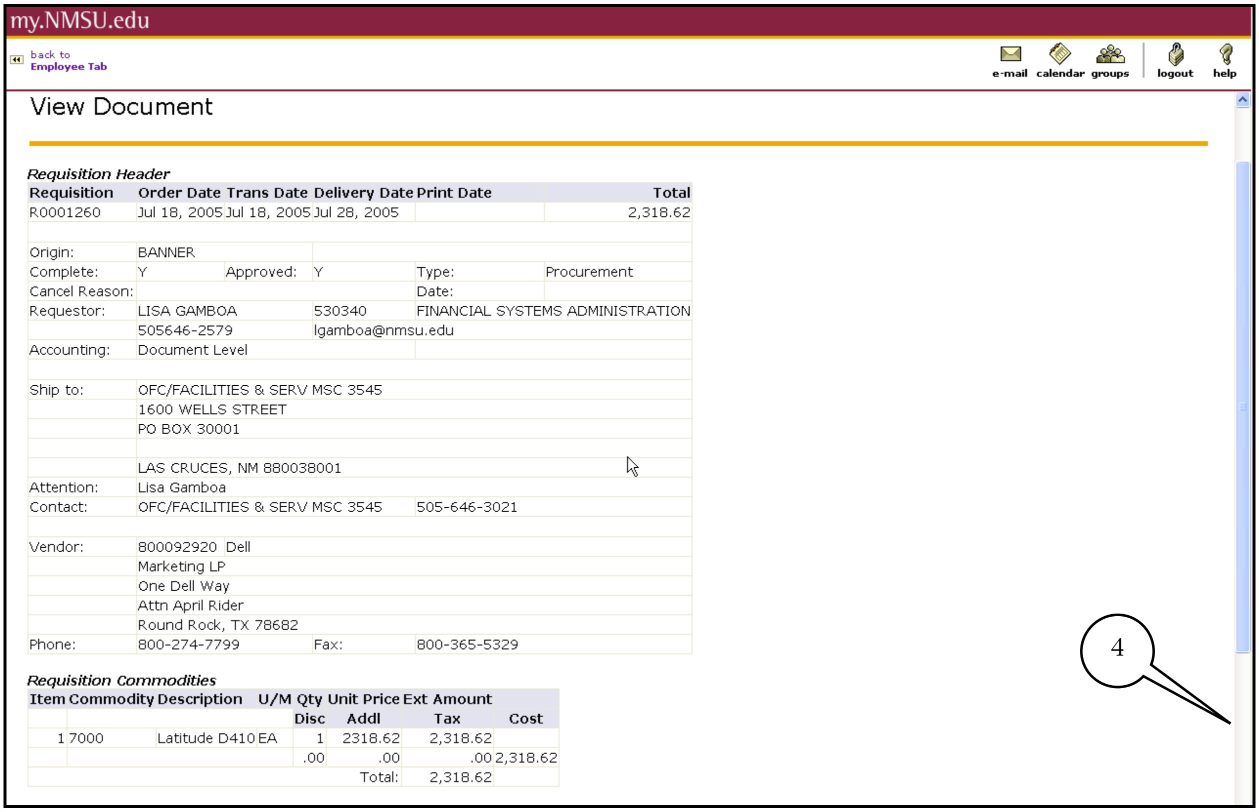
To view a single document, use the following procedure.



1. Select the **Document Type** from the drop-down list.
2. Enter the **Document Number**.
3. Locate the **Display Document/Line Item Text**. Select the **All** radio button; this will display any document text or line item text that may have been used.
4. Click on the **View Document** button.

Note: The *Approval history* can also be view through this option, just click on the **Approval history** button to display.

The document detail will be displayed.



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View Document

Requisition Header

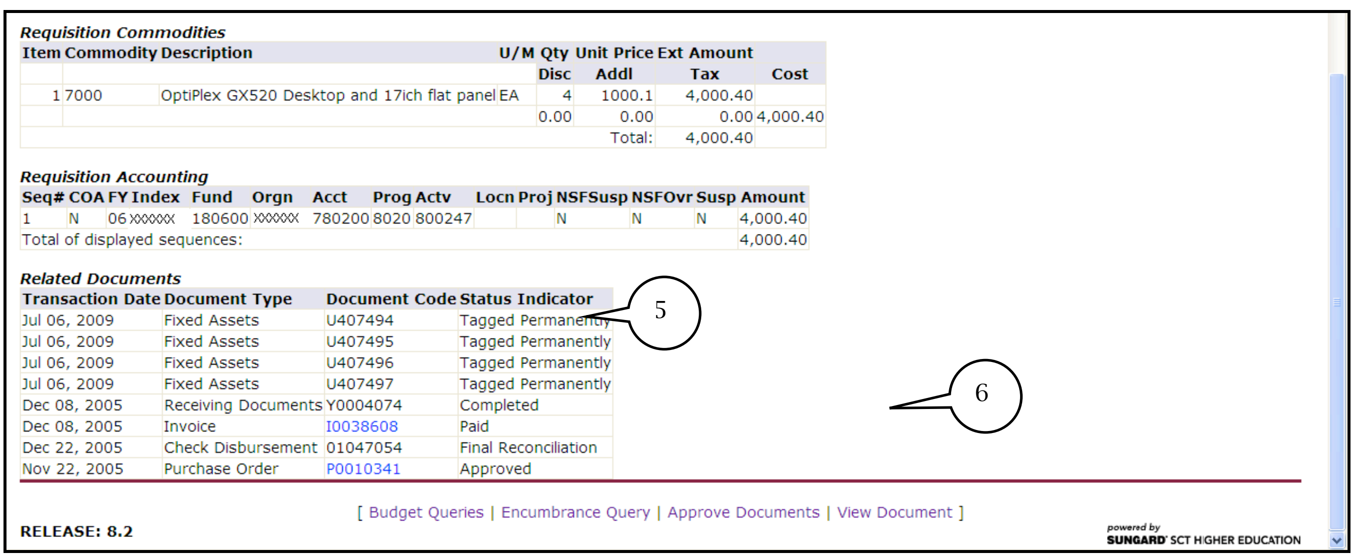
Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0001260	Jul 18, 2005	Jul 18, 2005	Jul 28, 2005		2,318.62

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	LISA GAMBOA		530340	FINANCIAL SYSTEMS ADMINISTRATION	
	505646-2579		lgamboa@nmsu.edu		
Accounting:	Document Level				
Ship to:	OFC/FACILITIES & SERV MSC 3545				
	1600 WELLS STREET				
	PO BOX 30001				
	LAS CRUCES, NM 880038001				
Attention:	Lisa Gamboa				
Contact:	OFC/FACILITIES & SERV MSC 3545			505-646-3021	
Vendor:	800092920 Dell				
	Marketing LP				
	One Dell Way				
	Attn April Rider				
	Round Rock, TX 78682				
Phone:	800-274-7799		Fax:	800-365-5329	

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	7000	Latitude D410	EA	1	2318.62	2,318.62	
				.00	.00	.00	2,318.62
					Total:	2,318.62	

5. Use the scroll bar to move to the bottom of the page



Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	7000	OptiPlex GX520 Desktop and 17ich flat panel	EA	4	1000.1	4,000.40	
				0.00	0.00	0.00	4,000.40
					Total:	4,000.40	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	N	06	XXXXXX	180600	XXXXXX	780200	8020	800247			N	N	N	4,000.40
Total of displayed sequences:														4,000.40

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 06, 2009	Fixed Assets	U407494	Tagged Permanently
Jul 06, 2009	Fixed Assets	U407495	Tagged Permanently
Jul 06, 2009	Fixed Assets	U407496	Tagged Permanently
Jul 06, 2009	Fixed Assets	U407497	Tagged Permanently
Dec 08, 2005	Receiving Documents	Y0004074	Completed
Dec 08, 2005	Invoice	I0038608	Paid
Dec 22, 2005	Check Disbursement	01047054	Final Reconciliation
Nov 22, 2005	Purchase Order	P0010341	Approved

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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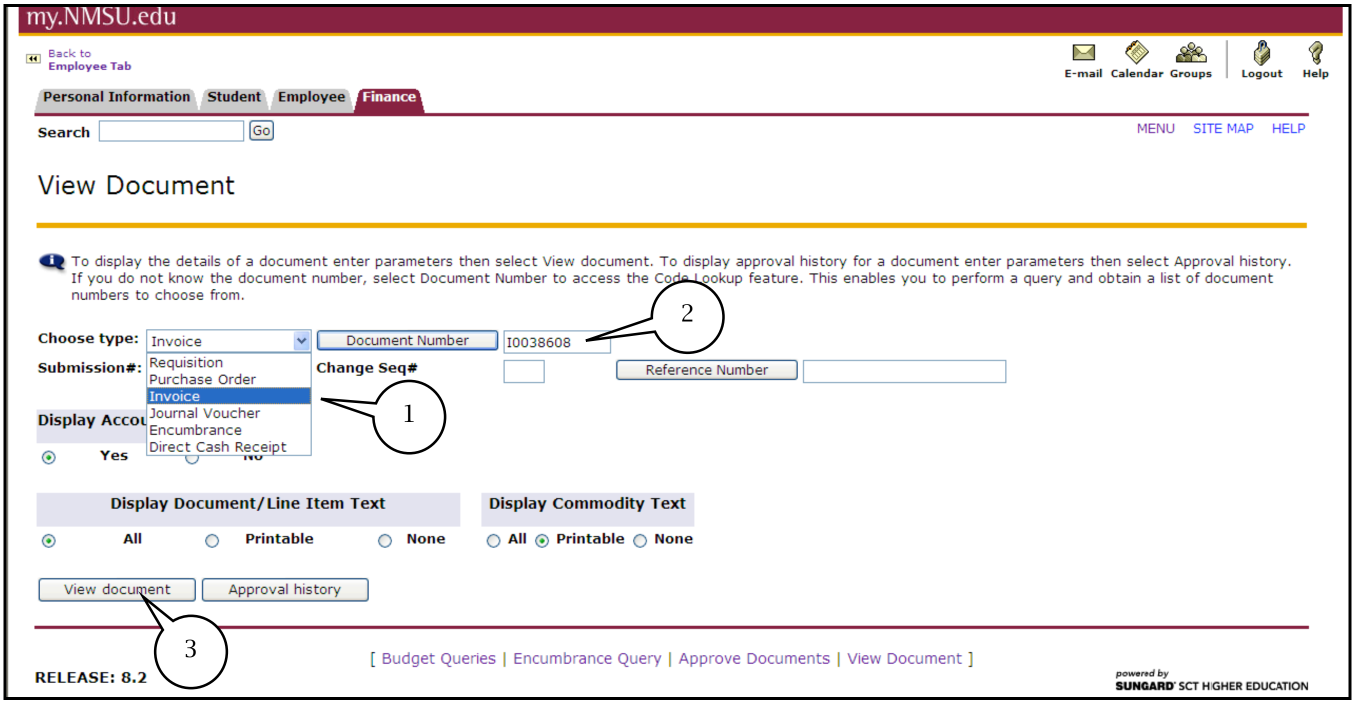
6. Refer to Related Documents section to view additional documents.
7. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

Using View Document to look up an invoice associated with a purchase order can provide a full summary of the Purchase Order including amount of original order, amount received by department or central receiving process, amount invoiced, and amount approved by accounts payable.

You will see a screen that looks like this.



1. From the **Choose type** field and from drop down box select **Invoice.**
2. In **Document Number** field, enter the **invoice number** to view, NMSU Invoice # (not Vendor).
3. Click on **View document** button.

The Invoice document detail will be displayed.

Note: you might have to scroll down to see detail depending on your screen size.

Invoice Commodities

Item	Commodity	Description							
1	7000	Computers Software Capital							
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	1	EA				F		N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	4	4	4	4				
	Unit Price	1000.1	1000.1	1000.1	1000.1				
	Amount	4,000.40	4,000.40	4,000.40	4,000.40	0.00	0.00	0.00	4,000.40

Total of all Commodities 4,000.40

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl		Net
1	N	06	108451	180600	530340	780200	8020	800247			
		54	N	N		4,000.40	0.00	0.00	0.00		4,000.40
Total of displayed sequences:											4,000.40

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Nov 16, 2005	Requisition	R0009485	Approved
Dec 08, 2005	Receiving Documents	Y0004074	Completed
Nov 22, 2005	Purchase Order	P0010341	Approved
Jul 06, 2009	Fixed Assets	U407494	Tagged Permanently
Jul 06, 2009	Fixed Assets	U407495	Tagged Permanently
Jul 06, 2009	Fixed Assets	U407496	Tagged Permanently
Jul 06, 2009	Fixed Assets	U407497	Tagged Permanently
Dec 22, 2005	Check Disbursement	01047054	Final Reconciliation

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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1. Line item will display amount **Ordered**, **Accepted**, **Invoiced** and **Approved**.
2. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

Help

If you need HELP with Banner Queries or Self Service:

- Call the ICT Help Desk at 646-HELP (4357)

- E-mail help_admin@nmsu.edu

- For online help, documentation, and interactive demos, go to:

http://hr.nmsu.edu/clpd/busprocdocs.html

Glossary

The following information describes standard navigation and accounting terms used within the Banner System.

Account balance
The difference in dollars between the total debits and the total credits in an account.

Accounts payable
Accounts which a company or government agency owes its creditors for goods and services purchased on credit.

Alert Box
A type of dialog box that pops up to notify you of a condition that may affect how you can enter information or the kind of information you can enter. It requires you to acknowledge the message before you can continue.

Application form
Form used to enter, update, or query information. (An application form will have the letter "A" in the third position of the form name.)

Bid process
This occurs when potential vendors compete for a contract to produce a good or provide a service.

Block
An information area on a form separated by a solid line.

Calling form
Form from which you accessed another form.

Cancel
Exits you from an Option List, List of Values, Editor window, or Dynamic Help.

Clear form
Clears all information and returns you to the first enterable field in the key information area.

Commit
Saves all changes entered since the last time you saved.

Commodity
The good or service that is being purchased. In Banner, commodities can be user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.

Commodity-level accounting
A way of processing requisitions or purchase orders in which each "line" (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

Count Hits
In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line.

Count Query Hits

In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieved records, select the Execute Query Function.

Credit memo

A credit is a deduction from an amount which is otherwise due. A memo is an informal record. Enter a credit memo against a vendor's account when, for various reasons, the vendor owes your installation money. This credit is used against future purchases. This credit transaction remains on the vendor's record until there are enough purchases to equal or exceed the amount of the credit.

Creditor

The person or company to whom a liability is owed.

Dialog Box

A box containing information. Requires you to respond to it before you can continue.

Document-level accounting

A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. In other words, several commodities can be charged to one accounting distribution.

Down

Use the key. Moves the cursor to the first enterable field in the next record, moves you lower on a List of Values, and moves you lower in a pull-down list.

Drop-down List

Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.

Edit

Displays a window you can use to add, change, or delete text; especially useful in entering and updating Dynamic Help.

Encumbrance

The reserving of funds for a specific purchase order. The encumbrance is established when a requisition or a purchase order is approved. The encumbrance is reduced or eliminated when the requisition is transferred to a purchase order, or when a purchase order has an invoice approved, or when the encumbrance is cancelled.

Enter Query

Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Line.

Execute Query

In query mode, searches the database and displays data that matched the search criteria.

Exit

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Exit with Value

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Exit without Value

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Field

Area in a form where you can enter query, change information, or where existing information is displayed. Banner describes fields as: enabled, disabled, enterable, or display only.

Fixed asset

Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

FOAPAL

The Banner Finance System Fund, Organization, Account, Program, Activity, and Location specified for a particular accounting transaction.

Form

Screen allowing the display/update of information.

Help

Displays the Oracle help window for the current field.

Inquiry Form

Form used to look up existing information on the database. Allows you to view but not update (An inquiry form will have the letter "I" in the third position of the form name.)

List of Values (LOV)

Window containing valid items available for entry into a field. Displays a list of values for the current field if appears in the status line.

Menu

A list of options you can access with the mouse or keyboard.

More...

The More... indicator appears in the lower right corner of each window of a series of related forms (even the last form). It tells you that there are additional forms that can be accessed to complete a process.

Next Block

To move the cursor to the next information area (block) that has at least one enterable field.

Next Field

The next enterable field in the current information area.

Next Item

The next enterable field in the current information area.

Next Primary Key

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Next Record

To move the cursor to the first enterable field in the next record of the current information area. If the cursor is in the last record, a new record is created.

Object

An object can be a form, job, menu, or QuickFlow used in Banner.

Option List

Dialog box displaying two or more items to choose from.

Packing slip

An itemized list of the goods and quantities purchased, supplied by the vendor with a shipment. A packing slip is used by the receivers to check against the purchase order.

Pop-Up Window

Dialog box, alert box, or list of values that appear in a separate window.

Previous Block

The previous information area that has at least one enterable field. If the previous area is another window, then that window is opened.

Previous Field

To move the cursor to the previous enterable field in the current information area.

Previous Item

To move the cursor to the previous enterable field in the current information area.

Previous Record

To move the cursor to the first enterable field in the previous record.

Purchase Orders

Commercial documents used to request a good or service from a supplier in return for payment. There are three types of purchase orders in Banner:

1. Regular Purchase Order – Will encumber funds in Banner. All commodities have a quantity and a price.
2. Standard Purchase Order – Will encumber funds in Banner. All commodities have dollar values assigned to them. This type of PO is useful when you are paying for services such as travel.
3. Blanket Purchase Order – Does not encumber funds in Banner. Commodities will be assigned quantities and unit prices.

Query Form

Form used to look up existing information on the database. (A query form has the letter “Q” in the third position of the form name.)

Quick Flow

A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.

Record

All information displayed in the window for an item.

Requestor

A person asking for goods or services.

Requisition

A written request to purchase something.

Rollback

From an application or inquiry form, clears all information and returns you to the key block area. Rollback is a standard button and appears on forms. From validation forms, rollback will return you to the first enterable field on the calling form.

Save

To permanently record changes to the database.

Scroll Down

The process of moving down repeating records or lists of information that cannot all be displayed in one window.

Select

Choose an item by highlighting it or clicking it with mouse.

Show Keys

Display the list of keyboard options.

Stock Item

A commodity that is in stores inventory.

Up

Use the key. To move the cursor the first enterable field in the previous record moves you upward on a List of Values or drop-down list.

Validation Form

Form used to define the values that can be entered in specified fields on application forms. (A validation form will have the letter "V" in the third position of the form name.

Vendor

A person or company selling goods or providing services. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.

Window

An information area being displayed.

Appendix A – Transaction Types

Transaction Type	
TYPE	**DESCRIPTION**
BD01	Permanent Adopted Budget
BD02	Permanent Budget Adjustments
BD04	Temporary Budget Adjustment
CAT	Catering Food Service Charges
CNEI	Cancel Check – Invoice with encumbrance
CNNI	Cancel Check – Invoice without encumbrance
CONV	Conversion of Beginning Balance
CORD	Establish Change Order
CR05	Cash Receipt Entry
DNEC	Check – C/M with encumbrance
DNEI	Check – Invoice with encumbrance
DNNI	Check – Invoice without encumbrance
E010	Post Original Encumbrance
E020	Encumbrance Adjustment
E032	Encumbrance Liquidation
E090	Year End Encumbrance
E117	Original Encumbrance Conversion
GRAR	Accrued Accounts Receivable
GRCC	Grant – Cost Share Charge
GRCG	Grant – Cost Share Grant
GRIC	Grant – Indirect Cost Charge
GRIR	Grant – Indirect Cost Recovery
GRRV	Grant – Accrued Revenue
HDEF	Payroll – Deferred Pay
HDPA	Payroll – Deferred Pay Accrual
HEEL	Payroll – Employee Liability
HERL	Payroll – Employer Liability
HFEX	Payroll – Actual Fringe Benefit Distribution
HFNL	Payroll – Fringe Chargeback without Liquidation
HFRC	Payroll – Fringe Chargeback Clearing
HGNL	Payroll – Gross Expense No Liquidation
HNET	Payroll – Net Pay
ICEI	Cancel Invoice with Encumbrance
ICNI	Cancel Invoice without Encumbrance
IDV	Interdepartmental Voucher
INEC	Credit Memo with Encumbrance
INEI	Invoice with Encumbrance
INNI	Invoice without Encumbrance
JE16	General Journal Entry (Inter-Funds)
PCLQ	Cancel PO – Reinstate Request
PCRD	Cancel Purchase Order
POBC	Purchase Order Batch Close
POLQ	Purchase Order – Request Liquidation
POPN	Purchase Order – Open
PORD	Establish Purchase Order
PSL	PSL Labor Feeds
RCQP	Cancel Requisition
REQP	Requisition – Reservation
TS	Treasure Services JE (Inter – Fund)

Appendix B – Document Type Description

Prefix = Doc Type	DESCRIPTION
*	Commitment Open/Close Document
A	Agreements
B	Bids
BG	BUDGET
BK	BOOKSTORE FEED
CA	CARLSBAD MANUAL CHECKS
CK	UAR MAN CHECKS
CN	CASHNET FEED
D	Document tag Number (Fixed asset)
E	Commitment Number
EN	COMMITMENT CONVERT
F	Interface Document Number (Payroll)
FA	FINAID CHECKS AL
FC	FINAID CHECKS CA
FG	FINAID CHECKS GR
FM	FINAID CHECKS MA
FN	FOUNDATION BGT
FO	FINANCE HR PAYROLL
G	Deferred Grant Calculations JV
H	Direct Cash Receipts
I	Invoice Code
J	Journal Voucher Code
K	Commodity
L	Budget Line Item
M	Fixed Assets Accounting Adjustments
MA	MISC FEED 1
MB	MISC FEED 2
MC	MISC FEED 3
MD	MISC FEED 4
MS	MISC FEED
N	Permanent Tag number
OF	OFS FEED
P	Purchase/Change Order Code
PD	PSLFEED
PL	PSL LABOR
PR	PROCURE FEED (PCard Transaction)
PS	PSL COMMITMENT
Q	Ledger Reclassification Document
R	Requisition Code
S	State 1099/AR&Pcard Inv./Proposal
SC	FINAID CHECKS
ST	STUDENT FEED
T	Origination Tag Num (Fixed Assets)
TL	TELEPHONE BILLING
U	Issues
W	Inventory Adjustments
X	Stores Transfers
Y	Receiving

Notes:

Notes: